

1519/One Reed Year: The Wonders Of Aztec Mexico
September 22 to November 15, 2003

Stuart and Scott Gentling
Curated by Carolyn Tate

Timeline:

January

- Finalize object list (Carolyn Tate)
- Discuss layout of gallery – object location (Catherine, Carolyn, Tricia)

February

- Discuss layout of gallery – Paint, pedestals, etc. (Catherine, Carolyn, Tricia)
- Press release complete and on web site (BHC – Tricia)
- Statements by Scott and Stuart (Carolyn Tate)
- Statement by Carolyn Tate (Carolyn Tate)

March

- Estimate on building pedestals (BHC - Tricia)
- Paint materials (BHC – Tricia)
- Estimate on paint materials (BHC – Tricia)

April

- Week of 14th - Review gallery set up / layout (revised set up)
- Week of 14th - Review materials for catalogue
 - Statements
 - Images
 - Design
- Week of 21st – Confirm materials for catalogue

May

- Week of May 5th - Catalogue
 - Catalogue materials due to Pat Maines
- Week of May 27th – Proof catalogue layout from Pat
- June 16th - Submit catalogue materials to Printer
- June 30th – Proof BLUE LINE for catalogue

June

- June 2nd - Confirm shipping of artwork – Shipper, Dates, Cost, etc. (Tricia)
 - 1.) Deliver artwork to BHC no later than September 3rd
 - 2.) Return artwork out of BHC no earlier than December 1st
- June 9th - Print Job deadline IN HOUSE at BHC (announcement / invite)
 - 1.) BHC activities during exhibition
(Education/Outreach & Opening reception)
 - 3.) Confirm TTU activities to add to print job (Carolyn Tate)
- June 11th - Print Job info to Pat Maines (Tricia)
- June 30th - Proof BLUE LINE from Parks (Catherine)

July

- PR – July 1
 - 1.) PR material complete & send out (BHC – Lucy)
(Tx. Monthly, Southwest Airlines, Convention & Tourism, etc.)

August

- PR materials (BHC - Lucy)
 - 1.) Send to local media
 - 2.) Schedule TV, radio interviews
(Week of August 25th & September 2nd, 8th, & 15th)
- Exhibition
 - 1.) Text materials / labeling information for exhibition due
(Stuart and Scott) CAROLYN
 - 2.) Arrange security in gallery (BHC - Tricia)

September

- Exhibition (BHC)
 - 1.) Artwork due to BHC September 3rd
 - 2.) Painting gallery September 5th & 8th
 - 3.) Installation / Hanging exhibition September 9th – 19th
 - 4.) Opening 22nd

October 30 - symposium TTU.

November

- Day of the Dead procession 2nd
- Closing 15th
- Begin striking exhibition 17th

December

- Artwork due out of BHC on December 1st

Hey you two,
Glad Stu is back
safely. Buddy Holly
is focusing on your
show now, and
we are EXCITED!

Carolyn