



INKLINGS

Bulletin of Interpretive Ideas

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Current Project List

- **Indiana Department of Natural Resources**
Interpretive Sign Design
Versailles State Park

Exhibit Panel Design
Lincoln State Park

Interpretive Exhibit Mgmt. and Text Writing
Indiana Dunes SP
Turkey Run SP

- **Bloomington Parks and Recreation (IN)**
B-Line Trail signs, Phase II

- **Chikaming Open Lands (MI)**
Interpretive Signs
Interpretive Brochure

- **Tippecanoe Co. Parks and Recreation (IN)**
Interpretive Sign

- **Noblesville Stormwater Management (IN)**
Interpretive Signs

Working with an Exhibit Company

Getting new exhibits for your center is an opportunity that may only come once during a director's career. With a large amount of money on the line and few precedents, new exhibits can be a daunting undertaking. Here are some considerations that will help the process go more smoothly.

1. **Geographically distant contractor.** Whether your exhibit contractor is out-of-state or in the next town, clearly state in the contract what is expected for on-site visitations. Require that one individual serve as project manager. The project manager must be on the site and supervising when sub-contractors are working.
2. **Subcontractors.** During the proposal review process, request samples and references for all subcontractors. Even though subcontractors are the responsibility of the primary contractor, poor workmanship and negligence can cause delays and divisiveness.
3. **Prep Work.** Almost all projects will require some preparation work in the building before new exhibits are installed. Prep work may include: tear-down and removal of old exhibits, interior

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painting, moving electrical outlets, installing lighting, building partitions or installing carpet. Clearly establish in the contract which party is responsible for the work. If the responsibility is yours, request a time line for prep work completion. Request ready-to-build designs with materials lists, paint colors and carpet colors. Make sure that you have budgeted (materials and labor) for prep work.

4. **Graphics.** Establish responsibility for providing graphics. Will you be required to submit photos, maps, diagrams, illustrations and other images, or is this the responsibility of the exhibit contractor? If it is your responsibility, make sure you have budgeted for original artwork, photo purchases, and image rights. Request a comprehensive list of all graphics needed, their dimensions and format requirements.
5. **Regular Updates.** Set up a schedule of regular update meetings. These could be as simple as weekly phone calls between the exhibit company project manager and the agency represen-





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tative. These updates will ensure that action items are being dealt with and the project is moving forward.

6. **Communication Channel.** A lot of people will be involved in this project. Funnel all communication through the exhibit company project manager and one assigned agency representative. This will help keep all decisions and responsibilities documented.

By clearly stating responsibility, you will prevent problems down the road.