**Museum School Exhibit Night Guidelines**

* Unit/Grade-level banners - example “Into the Wild” – can be written by students. Banners/labels for individual projects or exhibits should be typed – example “Magnets” “Living and Non-Living Things”
* Typed exhibit/project labels should be consistent (regarding font, color, etc.)
* For student labels, please use provided templates. Labels should be cut using a guide.
* Student-written signage should be neat and organized and displayed on museum quality paper (no jagged edges, ripped pieces, etc.)
* Items hanging from the ceiling should be hung high enough so that adults can pass through easily. Be sure that items hung near the track lighting are far enough away to prevent a fire hazard.
* See Mark to reserve cases, gallery, gymnasium and media center space for future units.
* Create “Museum Quality” exhibits. Not all displays have to be created entirely by students. The focus should be on students completing their specific projects, not necessarily settings, background, etc.

Create displays where the focus is the students’ projects not the construction of the actual display. For example – an ocean scene project should focus on the students’ ocean creatures, plants, etc. Waves, sand, water should be drawn by teachers.

* Be sure that your exhibits are primarily the work of students and staff. Parent volunteers can help with prepping, hanging, background, etc. but should not be responsible for the specific projects or display details.
* Create projects throughout the unit! Don’t wait until the week before Exhibit Night to create all projects. For future planning, consider projects that can be completed immediately after relevant lessons.
* Talk to Mark far in advance about difficult projects or displays that can be created early.

Please feel free to see Katherine or Mark if you have any questions.