

MUSEUM OF SURREY

Community Treasures

A Step-by-Step Guide to Planning Your Exhibit



'Our Colours, Our Stories,' exhibit 2018

Connecting people & stories

What is Community Treasures?

Community Treasures exhibits are an opportunity for community groups and cultural organizations from all over Surrey to showcase their treasures and share their stories with a wider audience.

There is no cost to take part in this program and staff will help guide you through the process step-by-step. Each Community Treasures exhibit is different. The museum will help you create yours in a way that is unique to your organization.

How to get started

Do you have a specific idea for a group or themed exhibit? Whether your community is united by ancestral heritage or by video games, your idea is welcome. Community Treasures is a space dedicated to the diverse and talented curators that live within all of us.

CONTENT

Exhibits are different than other ways of communicating ideas because they rely on objects to tell a story. Does your organization have access to objects, documents, or artworks and permission to display them?



Vancouver LEGO Club (VLC) members prepare 'Worlds of Wonder' exhibit, 2019.

IMPORTANT:

All objects will be on TEMPORARY loan to the museum for the duration of the display only.

- **Coordination:** One person from your team will lead communication with the museum and be responsible for making final decisions.
- **Time:** Developing a community exhibition takes 30-60 hours of total time over 3-6 months by the community group.

How are exhibits selected?

Exhibit proposals are reviewed by the museum for how well they fit Museum of Surrey's mission and values. Exhibits with a connection to Surrey are given preference. Final selection will be approved by the Museum Community Advisory Board.

Who is responsible?

Museum staff assist with the exhibition creation as much or as little as you would like. You will have access to staff expertise, which can include exhibit themes, curating content, displaying objects, graphic design, writing text and mounting objects.

Costs associated with the installation of the exhibition are the responsibility of the Museum of Surrey. This includes providing display cases and preparing graphics such as photos and labels. Community groups volunteer their time to create an exhibition but do not pay any costs associated with the exhibit creation. Once you have been selected to create an exhibit, you will meet with museum staff to plan the exhibit in more detail. This includes the budget, development timeline, design ideas and a list of objects and photos.

THE FOLLOWING CHART OUTLINES WHO IS RESPONSIBLE FOR THE KEY PARTS OF THE EXHIBIT CREATION:

TASK	COMMUNITY GROUP	MUSEUM OF SURREY
Providing objects/artifacts for display	✓	
Providing photos and/or video for display	✓	
Providing written information about objects for display	✓	
Providing written information about photos/video for display	✓	
Completing a loan form for the items that will be displayed <i>Museum will provide and assist</i>	✓	
Dropping objects and photos off at the museum before exhibit	✓	
Installing objects and photos in the exhibit <i>Museum can help as little or as much as you wish</i>	✓	✓
Installation supplies and materials	✓	✓
Printing exhibit texts, photos, object labels, and other graphics. <i>Museum covers printing costs</i>		✓
Graphic Design for exhibit graphics and text <i>You are welcome to do this if you prefer</i>		✓
Costs and staff to install the exhibition		✓
Provide an invitation list with contact info	✓	✓
Speaking at the exhibit opening	✓	✓
Take down the exhibit	✓	✓
Pick up all objects, documents and loans items	✓	

Your museum team

You will meet and work with multiple museum staff during the creation of your exhibit.

Here is a list of the key people and what they do:

Community Events Specialist: Your first point of contact at the museum and the person you will communicate with if you want an opening event.

Assistant Curator of Exhibits: This is your main contact who will provide advice and information about how to plan and set up your final display.

Exhibits Technician: The Exhibits Technician will help with technical parts of the exhibit, such as lighting, object mounting and spatial planning.

Timeline

Preparing an exhibition takes time. The process below must be completed in order to ensure the final exhibition is ready on time. These are the key deadlines:

TO DO	DEADLINE
Assign one person to be your group's key contact	As soon as the exhibit is confirmed
Decide the exhibit theme and title	6 months before the exhibit opens
Provide a list of content (e.g. objects, documents, art, videos are due 1 month before)	3 months before the exhibit opens
Submit all panel texts and object labels to the museum	2 months before the exhibit opens
Submit first draft of photos and graphics	2 months before the exhibit opens
Submit video/audio content	1 month before the exhibit opens
Drop off all objects to museum	1 month before the exhibit opens
Approve final texts and graphics prepared by the museum before printing	1 month before the exhibit opens
Install the exhibition	1 week before the exhibit opens
Strike/Take down the exhibition	The Monday after the exhibit closes
Pick up all objects and loaned items	Between 1-3 weeks after the end of the exhibition

Planning an exhibit - Guidelines

Creating an exhibition in a museum might seem like a daunting task. Museum of Surrey staff will support and help you. Here is a general overview of the steps that go into making a museum exhibition.

BASIC STEPS:

- Develop the main idea of your exhibition. What is the big idea you want to communicate to the viewers? Write it down in 25 words or less
- Write a brief description of the exhibition in 3 or 4 sentences
- Choose a title for the exhibition
- Decide on the central themes of the exhibition. What are the top 2-5 ideas visitors really need to know
- Decide what objects to include. What stories do they tell? Why are they interesting? How do they contribute to the central idea?
- Collect information about each object and photo. This will be used for the exhibit labels. What is it? Who is lending it? Where did it come from? When was it made? For photos, who took the photo and who is in it?
- Develop the exhibition text. You will write 1 introduction panel (250 words) and may have 1-3 more text panels (200 words) explaining themes or details.
- Create an Exhibition Checklist (a list of the objects, photos, videos, books, artworks, etc.) that will be in the exhibition

OBJECTS:

Objects do not have to be valuable or old. As long as the objects you choose are related to the story you are trying to tell and you have permission of the owner to display them. Sometimes exhibits will include an object from each person involved in the community group, and this is okay.

PHOTOS:

Museum staff can help you scan photos and reproduce and enlarge photos and other graphics. In general, photos saved from the Internet are not good enough quality to use in an exhibit.



Exhibition Application

MUSEUM OF SURREY EXHIBIT PROPOSAL: COMMUNITY TREASURES

Do you have a specific idea for a group or themed exhibit? Whether your community is united by ancestral heritage or by video games, your idea is welcome. Community Treasures is a space dedicated to the diverse and talented curators that live within all of us.

APPLICATION DATE:

INDIVIDUAL OR GROUP EXHIBITION:

PRIMARY APPLICANT FULL NAME:

CONTACT INFORMATION

PHONE NUMBER:

E-MAIL ADDRESS:

MAILING ADDRESS

BUILDING #

STREET NAME

CITY

PROVINCE

POSTAL CODE

How did you learn about exhibiting through Community Treasures at the Museum of Surrey?

Proposal Details

HAVE YOU EXHIBITED AT THE MUSEUM OF SURREY IN THE PAST THREE YEARS?

YES NO

BRIEF TOPIC AREA:

Describe your community group or your interest area and its connection to Surrey. If the group or you is based in Surrey and the topic is not about Surrey that is OK.

TYPE OF OBJECTS/CONTENT TO BE DISPLAYED

Check the box to confirm you have read the Museum of *Surrey Mission and Museum of Surrey Philosophy* documents, and Exhibit Space document (attached).

How does the theme of your exhibit match the Museum of Surrey's mission and philosophy?

I release the Organizers and Agents of City of Surrey from any responsibility in the case of loss of, or damage to, my goods while in transit to/from the exhibition, and allow the Organizers and Agents to use any of my images and information submitted for publicity and promotional purposes, which includes electronic, printed and televised mediums, etc. I have read and agree to the terms and conditions for participation as outlined in the information sheet.

Signature of Applicant

Date

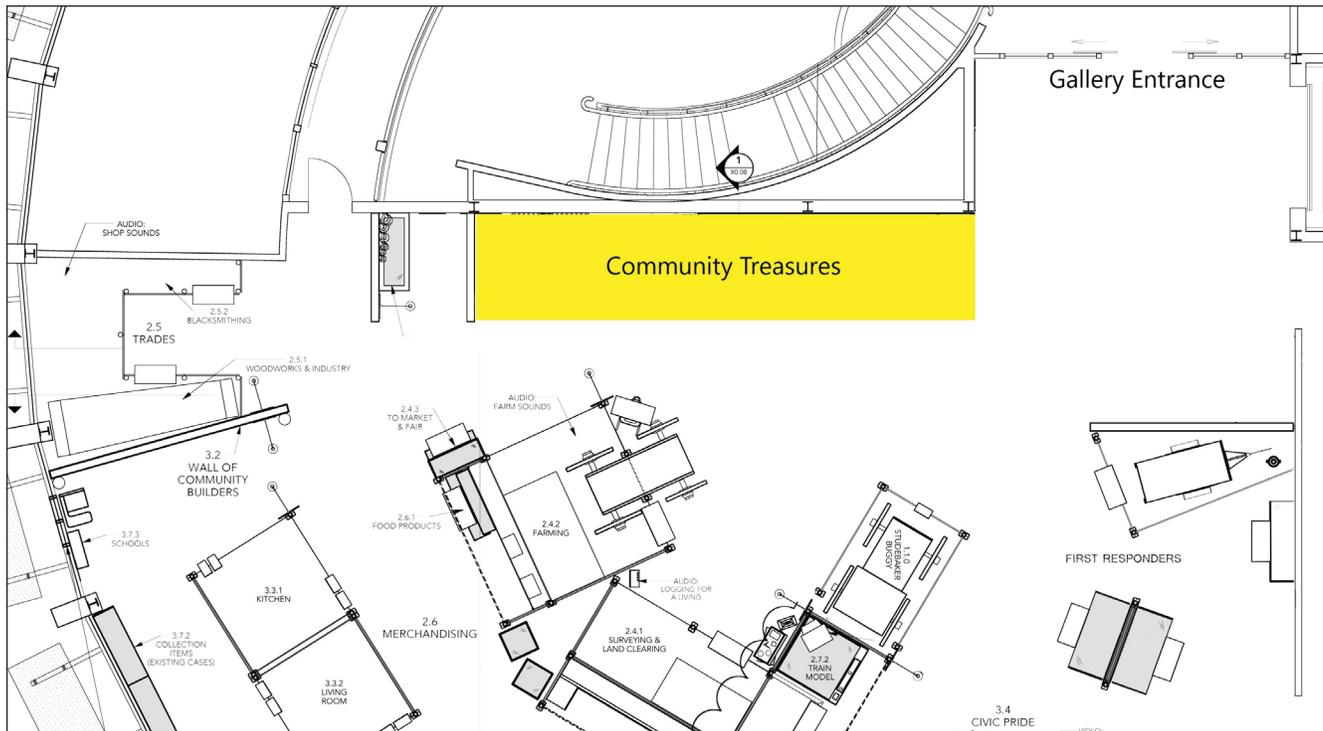
Exhibition Space

Community Treasures exhibit area:

The overall area for this exhibit space is: 8 ft by 30 ft.

Two dedicated exhibit cases are available for use, each measuring: 5'6" (length) x 30" (width) x 6' (height). These cases do not have closed rear sides. If you use these cases, plan to orientate the rear side of the cases against the wall in your design plan.

Other display options can be discussed.



The advertisement features a decorative border at the top with a repeating geometric pattern in red, yellow, and black. Below the border, the text "West African" is in orange and "VODU" is in large white letters on a black background. Underneath, it says "A multi-sensory exhibit of Sight • Sound • Spirit". At the bottom, it states "EXPLORE IT NOV 13-DEC 23" and "AT SURREY MUSEUM". To the right of the text is a photograph of people playing large wooden drums.

Example exhibit

For more information, call 604-592-6952 or email museum@surrey.ca

Testimonials

“Working with the museum was very easy, enjoyable and flexible. As we had our materials ready to go, the technical aspect was easy to coordinate with the technical staff, who were very helpful.” ”

- Curtis Andrews, Community Curator

“Working on this project has been a great experience for our association and we look forward to working with the Museum of Surrey again!” ”

- Sonya Marcinkowska, President, Association francophone de Surrey

“Working to build our exposition with the Museum of Surrey has been a very rewarding experience. Every aspect of production was met with expertise and generous contribution by every team member. Colleen made sure every step was coordinated properly and every minute detail was handled precisely. Afterwards, we were offered continuous help with our presentation to prolong its exposure in multiple public locations in Surrey. Overall, our experience was very positive and we look forward to working with the Museum of Surrey again.” ”

- Sébastien Pigeon, Secretary, Association francophone de Surrey

