

# STARTING THE CONVERSATION

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## CONTACTING US

- Send us a Request for Services (RFS) form ([exhibits.si.edu/?page\\_id=102](http://exhibits.si.edu/?page_id=102))
- Within a week, a Project Manager will get back to you to establish the scope and schedule.

## GETTING READY

- The Project Manager will send you a quote outlining the scope, schedule, and costs.
- Once the quote is signed by both parties, we are ready to roll!

## READY, SET, GO: THE DESIGN PROCESS

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#### **PREPARING FOR SUCCESS: THE START-UP MEETING**

- The Project Manager assembles the project team. The team may include Client, Designer, Exhibit Writer/Editor, Design Supervisor, and others who are relevant to the project.
- The team reviews the goals and objectives, schedule of deliverables, and other critical information.

#### **GETTING STARTED: FIRST DESIGN REVIEW**

- The Designer proposes an overall look and feel for the exhibition, presenting some conceptual options for interpretive strategy. This includes space planning, bubble diagrams, and graphic treatments.

#### **TRACKING PROGRESS: DESIGN MILESTONES**

- Using industry best practices, we progress through a sequence of design phases from Schematic Design (SD) to Design Development (DD) to Construction Documents (CD). Along the way, we develop and refine the design, culminating in a set of biddable documents with clear construction details and specifications.

#### **GETTING THE WORDS RIGHT: SCRIPT EDITING**

- If editing, developing, or writing the script is required, this work will follow its own schedule, determined by the Project Manager. A final script will be completed before the design is finalized.

## READY TO BUILD OR BID?

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### **PREPARING FOR THE SHOP: VALUE ENGINEERING MAY BE NECESSARY**

- Production staff may be asked to find ways to reduce scope and costs.

### **SHOP DRAWINGS**

- Production staff will review the design drawings and may ask for clarification via Request for Information memos (RFIs).
- Shop drawings are produced, detailing how each component will be made.
- Client approves fabrication methods.

## LET THE BUILDING BEGIN: FROM BUILD TO COMPLETION

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#### **PLANNING PRODUCTION: THE PRODUCTION MEETING**

- The project team is assembled, headed by the Project Manager, Project Point Person, and/or Production Supervisor to review the schedule of deliverables and refine the schedule.
- A more in-depth schedule is generated to track the flow of work among shops and outside contractors.

#### **SUBMITTALS**

- Working through the Project Manager, the production staff provide samples of finishes, materials, and/or graphic proofs to the client for approval.

#### **PRODUCTION: WORK IN PROGRESS**

- Work is underway! There will be status meetings to track progress, client visits, and daily checks on the work.
- The team works together to install the exhibition. SIE will designate a lead installer to be your point of contact.

#### **COMPLETION**

- Once the components are delivered and/or installed, the Project Manager follows up with the client to confirm the fund code and to make sure that the job is done to your satisfaction.