



Sample Project Timeline *(intended as an example)*

July

- Awarded Grit Fund
- Gathering collaborators and co-curators
- Planning meetings
- Initial communication with contractors

July - September

- Scout spaces for exhibition and programming
- Finalize project plans for the end of the year
- Confirm collaborators and contractors
- Issue open call for artists

October

- Gather collaborators and review submissions from open call
- Make final selections of artists and send contracts
- Final confirmation of exhibition space
- Receive final artist contracts and issue stipends for new artwork creation

November

- Artist production period (through April)
- Final contract for exhibition space
- Draft press release and create list for press contacts
- Begin gathering materials needed for final exhibition
- Brainstorm additional programming with co-curators

December - February

- Send out “invitation to participate” emails to curators and cultural producers who we would like to feature during the exhibition.

- Confirm guest programming
- Book travel and accommodations for artists and speakers
- Final payment for space rental
- Print postcards and flyers for social media and marketing the event

March

- Exhibition opening!
- Guest programming

April

- Exhibition closing