

Exhibition Planning Outline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Museum Collection Exhibition Planning

1. Introduction

Provide a brief overview of the exhibition concept.

2. Objectives

- Objective 1: [Describe]
- Objective 2: [Describe]
- Objective 3: [Describe]

3. Target Audience

Identify the primary audience for the exhibition.

4. Theme and Title

Propose a theme and title for the exhibition.

5. Exhibition Layout

Outline the proposed layout and flow of the exhibition.

6. Featured Collections

- Collection 1: [Description]
- Collection 2: [Description]
- Collection 3: [Description]

7. Marketing and Promotion

Outline strategies for promoting the exhibition.

8. Budget

Provide a preliminary budget outline.

9. Timeline

Provide a timeline for key milestones.

10. Conclusion

Summarize the importance of the exhibition.

Thank you for considering this outline. I look forward to your feedback.

Best regards,
[Your Name]
[Your Position]
[Museum Name]