



Americans and the Holocaust Key Dates Timeline and Checklist

- 8 months in advance:** Inform local school districts about field trip opportunities.
- 6 months in advance:** Begin docent recruitment (if applicable).
- 5 months in advance:** Cohort check-in call 1.
- 3 months in advance:** Open field trip/tour calendar for booking.
- 2 months in advance:** Cohort check-in call 2.
- 2 months/8 weeks in advance:** Submit Pre-Exhibit Report
- 6 weeks in advance:** Submit publicity order form by this date.
- 10 days in advance:** Start of your delivery window. The shipper will contact the host site to arrange a window of time for exhibit delivery.
- Start date of host period:** This is the last day that the exhibit could be delivered to your library. It may be delivered earlier. Timing will be coordinated with our shipper. It can take a couple days to unpack and install, so we ask that you do not schedule programs for the first couple days of your host period.
- Within 48 hours:** Check the condition of the exhibit as you unpack crates and complete the Condition Report. If any exhibit parts or materials are missing or significantly damaged, please notify ALA immediately.
- End date of host period:** This is the first day that the exhibit could be picked up from your library. It may be picked up later. Timing will be coordinated with our shipper. The exhibit must be packed up and ready to go. It can take a couple days to uninstall and repack, so please allow time. Check the condition of the exhibit as you repack crates. Alert ALA of any major damage or missing pieces.
- 3 weeks after:** Complete a Final Report form within 3 weeks of the closing of the exhibition.