

Jim james.davies@uwtsd.ac.uk is happy to come to any/every M&SP lecture if you have specific issues you would like to discuss – you set the agenda.

Some things you need to think about ...

What is the exact opening time, closing time at Volcano?

Plan a timetable for the set up/take down and contact Jim **asap** to book his time (be aware that he may not be available on the weekend).

EXHIBITING

Have you planned what is going where?

Have you thought about how you want your work organised?

What Personal, External and Competition project are you exhibiting?

Where are your workbooks/sketchbooks/folders going to be placed?

Have you got any special requirements that the Technicians need to know beforehand?

Will anything need to be delivered to the location?

PRINTING

How are you going to output your work?

What is it going to be mounted on?

Are you going to get it printed externally?

Who is going to organise this?

Can it be done at university? What about demand?

FIXING

How will it be fixed to the walls?

Are you going to use the white frames?

Will it require special tools/fixings?

COMPUTERS

Do you need a computer along with your printed visuals?

Are you going to use an iPad, if so how will this be secured?

Are you having sound, if so have you organised headphones?

Technical demonstrators are there to help, but it is your responsibility to consider every eventuality.