**INSTALLATION SCHEDULE**

**Team 1:** art handler #1, art handler #2, conservator #1  
**Team 2:** art handler #3, art handler #4, conservator #2  
**Registrar:** Sabina Schumpf   
**Curator:** XXY

*//An Installation Schedule helps you keep track of important appointments with couriers and external contractors. It also helps you define who works on which artworks, in which exhibition rooms at what times. This is not about micro-management. A detailed schedule helps you distribute the resources more effectively and avoid space/time conflicts. Involve your Head Art Handler(s) in the preparation of the installation schedule and make sure everybody know their duties before the installation begins.//*

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| **Monday, 01.01.2023** | | |
| 09:00am | Arrival of 15 artworks ex USA-West Coast with a courier on board  Courier: Maria Musterlady, Museum of Fine Arts New York  Offloading and distribution of the packed crates in the respective exhibition rooms for acclimatization. | Art handlers #1-4,  registrar |
| 01:30pm | Arrival of 20 artworks ex USA-East Coast  Offloading and distribution of the packed crates in the respective exhibition rooms for acclimatization. | Art handlers #1-4,  registrar |
| **Tuesday, 02.01.2023** | | |
| 08:30am | Installation of 2x projectors with sound in Exh. Rooms 1 & 5 | Eidotech GmbH |
| 09:00am | Arrival of courier: Paul Muster, Kunsthaus Mustertown | Registrar |
| 09:00am-noon | Installation of 3 artworks Inv.Nr. AA1, AA2, AA3 in Exh. Rooms 2 & 3 with courier Paul Muster | Team 1 , curator |
| 09:00am-noon | Unpacking, condition report and installation of 5 artworks Inv.Nr. BB1-BB5 in Exh. Rooms 4, 5 & 6 | Team 2, curator |
| 01:30-05:30pm | Unpacking, condition report and installation of 10 artworks Inv.Nr. BB6-BB15 in Exh. Rooms 2, 3 & 6 | Team 1 + Team 2,  curator |
| 05:15pm | Daily meeting | Head art handler, registrar, curator |
| **Wednesday, 03.01.2023** | | |
| Etc. |  |  |
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| **Thursday, 04.01.2023** | | |
| Etc. |  |  |
| 04:30pm | Meeting to discuss on-going maintenance, contractual obligations and peculiarities of special artworks in the exhibition //*(e.g. weekly cleaning of the water sculpture in Exh. Room 5)//* | Registrar, Team 1, Team 2, Gallery Invigilators |
| **Friday, 05.01.2023** | | |
| 08:00 | Photographer arrives to take installation views | Photographer XXZ |
| 11:00 | Press preview | Museum director, curator,  Journalist A, B, C |