

Display Case Exhibit Approval Form

Review of concept for display, titles, labels, and text boxes.

- Concept is clear and concise.
- Title Label is a large enough font and includes the name and affiliation of the person or group creating the display.
- Labels and text boxes have a large enough font and leave enough room between text and the edge of the border.
- Review that labels and text boxes should be securely mounted to foam using double sided tape. Cuts should be clean and professional looking.

A member of the display committee has reviewed this information and it is ready to be printed and the date of installation can be scheduled:

Signature: _____ Date: _____

Review of final display setup of items, titles, labels, and text boxes.

- Printed title, labels, and text boxes are mounted properly to foam board.
- Printed title label is a large enough font and includes the name and affiliation of the person or group creating the display.
- There is even spacing between text and the edge of the text boxes.
- Items in the display case are placed securely on shelves at an easily visible height and angle.

A member of the display committee has reviewed the final display and it has been approved:

Signature: _____ Date: _____

Duration of display: _____ to _____

Please note:

Displays not removed within a week after the end date listed above are subject to removal by Kent Library staff and will be discarded.