



Wayside Exhibit Development Process

Summary Chart (For more detailed requirements see <http://www.nps.gov/hfc/products/waysides>)

Project Startup

Project Startup focuses on preparing a solid foundation for all work that follows, ensuring that the project is logically structured and its goals are understood and realistically attainable. Project lead, team members, and stakeholders are identified and their roles defined.

Project Startup

Establish the project team

- Identify the project lead, subject-matter experts, project reviewers, park partners, and media specialists.

Review foundation documents

- Gather and review General Management Plans, Long-Range Interpretive Plans, Historic Structures Reports, and other guiding documents

List potential wayside exhibit sites and subjects

Conduct Front-End Evaluation

Establish the funding and any time restrictions

Develop a Project Management strategy

Begin Research

- Identify resource materials and bibliographies
- Gather potential site-specific graphic resources
- Develop a graphics notebook containing potential graphics for use when evaluating exhibit sites during the site visit.

Plan the site visit

Site Analysis

Wayside exhibit planners and designers work with the park staff and subject-matter experts to evaluate potential exhibit sites and determine exhibit purposes and content based on site-specific features, events, and park primary themes.

Site Analysis

Conduct startup meeting

- Review what makes an effective wayside, the work process, accessibility requirements, panel and base material choices, resources gathered, and team roles and responsibilities.

Analyze wayside exhibit sites

- Visit potential exhibit sites with park staff and subject-matter experts.
- Identify site-specific significance and meaning, and relevant graphic materials.
- Identify each exhibit's purpose, orientation, panel size, and site conditions.
- Develop thumbnail sketches to facilitate discussions and agreement.
- Photograph exhibit sites and site-specific features.

Gather Reference and Graphic Material

- Based on site discussion, gather graphic source materials relevant to wayside content.

Conduct close-out meeting

- Review thumbnails and graphic direction for the waysides.
- Review revised schedule, budget, and next steps.
- Summarize decisions made and any outstanding issues.

Project Proposal

A proposal document is prepared using the Wayside Exhibit Planner Database. The Proposal identifies the project's scope including cost estimates, schedule, and other pertinent project data.

Project Proposal

Prepare proposal

- Document the selected exhibit locations and purposes, panel and base selections, and map and graphic needs.
- Create site map of wayside locations.
- Refine thumbnail sketches.
- Develop detailed cost estimate.

Proposal review, revision, and approval

- Submit Proposal, cost estimate, and project agreement for review and approval.
- Park staff, including maintenance, review the Proposal to confirm all decisions.

Reference and graphics package

- Based on the approved Wayside Proposal, identify, gather, and organize reference and graphic materials.

Wayside Exhibit Plan

Guided by the Proposal, reference material, and graphics package, the planner will research each exhibit topic and work with the designer to develop draft wayside exhibit design layouts that are compiled into a Wayside Exhibit Plan for review and approval.

Draft Wayside Exhibit Plan

Develop Wayside Exhibit Plan

- Read and review references and graphics.
- Organize the content, establish hierarchy.
- Prepare draft interpretive exhibit text.
- Create draft maps.
- Draw sketches of new art.
- Draw sketches of tactile elements.
- Create draft layouts.

Wayside Exhibit Plan review and approval

Procure approved graphics and use-rights

- Secure use-rights for the life of the wayside and document use-rights agreements.
- Acquire high-resolution graphics.

Develop original art

- Develop detailed sketches.
- Place detailed sketches in layout and adjust both for fit, legibility, size, margins, bleed.
- Develop final art and get high-resolution scan.

Create maps

- Use wayside Map Guidelines and starter map files to create actual-size digital maps.

Procure second-language translations

Procure tactile elements

Final Wayside Plan

Assemble final text, photos, maps, diagrams, and art for park's final review and approval prior to production. Any changes to exhibit elements should be minor at this stage of exhibit review.

Final Wayside Exhibit Plan

Complete editorial review and make all text changes to exhibit layouts

- Place second-language text in layouts.

Place all final graphics in layouts

- Final approved art.
- Final approved maps.
- Final high-resolution photos.
- Detail position of tactile elements.

Final Wayside Exhibit Plan review and approval

- Make any minor final adjustments.
- Secure final approval to go into production.



Wayside Exhibit Production Process

Summary Chart (For more detailed requirements see <http://www.nps.gov/hfc/products/waysides>)

Production Files

Based on the approved Wayside Exhibit Plan a production-ready package is assembled. The production package includes digital layout files, high-resolution graphic and map files, fonts, color proofs, and production notes for the fabricator.

Production Files

- Review all layouts, printed full size**
 - Take the time to check for hard-to-see errors, and make final corrections
- Assemble the production package**
 - Write production notes to guide the fabricator
 - Print 11x17 color-correct copies of all layouts
 - Burn all production files to disk (layouts, graphics, maps, fonts)
 - Prepare base order form
 - Gather custom base drawings
 - Define tactile model specifications
- Print final layouts for park records**
- Park identifies delivery location for panels and bases**
- Park writes a work order for site preparation and installation**

Fabrication

Panels are imaged from digital files. Fabricator provides production proofs for review. Once corrections are made the panels are produced. Bases are fabricated and shipped.

Fabrication

- Fabricator images production proofs**
 - Production proofs and samples are inspected and marked with any corrections
- Panels are fabricated and shipped**
 - HFC takes delivery of panels, inspects, and ships to the park
- Bases are fabricated and shipped to the park**
- Tactile models are fabricated and shipped**

Preparing the Site

Park prepares wayside exhibit sites for installation, making certain sites are safe and accessible.

Site Prep

- Secure permits and clearances**
- Make wayside exhibit pads accessible and safe**
- Clear the vista**
- Stake the sites**
- Remove existing signs**

Installation

Park installs the exhibits according to installation plans and assembly instructions and ensures safety and accessibility at each site.

Installation

- Shipping and receiving**
 - Park takes delivery and inspects shipments of panels and bases
- Install bases**
 - Installation plan guides location, direction of view of each wayside
 - Installation meets accessibility requirements
- Install panels**
 - Fill in installation information on the sticker on the back of the panel
 - After bases are securely in place, panels and tactile elements are installed
- Prepare audio description of each wayside and its location**
- Conduct summative evaluation**

Archive / Inventory

Production files are archived, back-up panels are inventoried and securely stored, warranty and graphics-use records are appropriately filed, final project data is input into Media Inventory Database System (MIDS), and project accounts are closed.

Archive / Inventory

- As-built files are returned by the fabricator and archived**
 - HFC maintains wayside archive for projects done via HFC
- Backup panels are inventoried**
 - Park keeps backup panel in safe convenient location for easy replacement as necessary
- Critical project materials are archived**
 - Warranty and use-rights agreements
 - Final Wayside Exhibit Plan
 - Production files and master files
 - Original source materials like prints, negatives, or original art
- Park updates MIDS data**
- Park enters FMSS data**
- Project accounts are closed**

Maintenance

The park site manager is provided with a wayside exhibit maintenance kit and informed how to properly clean and maintain the new exhibit panels and bases. The park maintains the exhibits and replaces as needed.

Maintenance

- Clean panels and bases**
 - Use the wayside exhibit maintenance kit, which includes written instructions and materials for maintaining the exhibit
 - Regularly wax fiberglass panels
- Touch up bases**
 - Repair scratches and chips
- Replace deteriorated or damaged panels**
 - Keep a backup panel in storage
 - Replace damaged panels with the backup panel and order a new backup
- Clear the vista**
 - Perform regular maintenance to remove or trim obstacles
- Maintain the site**
 - Ensure site conditions, wayside pad, entrances, and exit remain clear, safe, and accessible