

Provisional Work Schedule

For Video Art Exhibition

Week 3	To do	Actioned by	Done	In Progress	Not done
12 Oct. - 18	Budget	Oyinda/Jude/Bisi	Done		
	design invite/e-flier	Antawan/Jude	Done	In Progress	
	Book design	Antawan, Bisi		In Progress	
	distribute invite/e-flier	Jude, Oyida, Antawan & Bisi		In Progress	
	send out rejection letters to artists	Jude	Done		
	test run DVD/Projectors	Antawan/Jude	Done		
	work out exhibition plan	Oyinda, Jude, Antawan & Bisi	Done		
	send out loan forms	Antawan	Done		
	press Release/conference	Jude, Oyinda & Bisi		In Progress	
	Weekly re-send of exhibition invite/details	Bisi			Not done
	contact Carpenter/Painter	Kemi	Done		
	enquire on ISBN number	Jude	Done		
	send out essays and texts for translation into French	Jude, Antawan, Bisi	Done		
	Prepare Acknowledgement	Jude		In Progress	

in progress
Amplication
12 Oct. - 18
Bisi
Folwer

12 Oct. - 18
Bisi
Folwer

12 Oct. - 18
Bisi
Folwer

12 Oct. - 18
Bisi
Folwer

12 Oct. - 18
Bisi
Folwer

	commence test screening of videos	Antawan, Jude Oyinda	
	collect translated essays and texts	Jude	
	collect edited videos		
	bring in technician	Jude	
	commence installation of electronics	Antawan, Jude Oyinda	
	commence electrical works		
	Bring in the painter to commence work		
	Procure Diesel for Generator	Mr. Lanre	
Week 1			
26th Oct. -	Mount exhibition	Antawan, Jude Oyinda	
29th Oct	Finalise all preparation for opening	Oyinda, Kemi, Jude	

Provisional Work Schedule

For Video Art Exhibition

week3	To do	Actioned by	Done	In Progress	Not done
week 2					
	work out exhibition design	OY/ND/ JUD E		In Progress	
	send out loan forms	ANTAWAN		In Progress	
	press Release/conference			In Progress	
	Weekly re-send of exhibition invite/ details				Not done
	contact Carpenter/Painter	JUD E		In Progress	
	enquire on ISBN number			In Progress	
	Contact Technician			In Progress	
	Prepare Acknowledgement			In Progress	
	Send out videos for editing			In Progress	
19th Oct. -					
25th Oct	Bring in Carpenter to commence work	Jude			
	Buying of electronics and technical items	Jude			