

## **Dinostories: Exhibit Condition Report**

### **CONDITION REPORT**

As you get ready to load the exhibit, please complete the Exhibit Condition Report included in your preliminary packet. Return the Incoming Exhibit report as soon after arrival as possible. Return the Outgoing Exhibit report along with your Evaluation to HOP after the exhibition leaves. (If necessary, you may photocopy this sample, but please be sure to return the original to the exhibit manual.)

### **STEP ONE: CLEAN THE EXHIBIT**

Use a soft cleanser on each exhibit when cleaning. A toothbrush can be used on the fossil rubbing table to get the crayon residue out from the fossils.

### **STEP TWO: INVENTORY PARTS**

Inventory exhibit components using the following list. Please search thoroughly for any missing components. If they cannot be located, note missing parts on the report and notify HOP immediately, especially if back-up parts are not included with the exhibit.

### **STEP TWO: DO A THOROUGH INSPECTION**

Using the following list, examine each exhibit for excessive wear and/or any damage. Notify HOP immediately of damages.

# Dinostories Exhibit Condition Report

Circle One:

Incoming Exhibit Inspection

Outgoing Exhibit Inspection

3 vinyl banners \_\_\_\_\_

2 dinosaur head chairs \_\_\_\_\_

1 nest with eggs \_\_\_\_\_

1 skeleton puzzles (standing) \_\_\_\_\_

1 dinosaur dig table \_\_\_\_\_

1 dinosaur hip & teeth exhibit \_\_\_\_\_

1 floor puzzle(tabletop) \_\_\_\_\_

1 matching name games \_\_\_\_\_

1 dinosaur rubbings table \_\_\_\_\_

What is the overall condition of the exhibit? \_\_\_\_\_

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Name and title of person completing report

Date

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Institution Phone Number \_\_\_\_\_

Thank you for your assistance in monitoring the condition of this exhibit.

Please send your completed report promptly to:

**Hands-On Partnership (HOP)**

**SD Discovery Center**

**805 W Sioux Ave**

**Pierre, SD 57501**

**FAX: 605-224-8295**

**annelewis@sd-discovery.com**

Please note any other concerns or observations on the back.