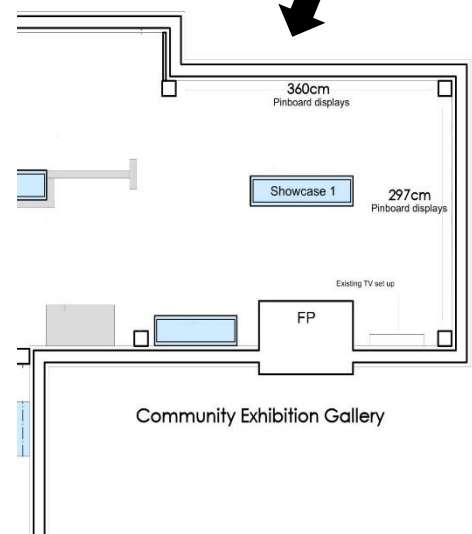
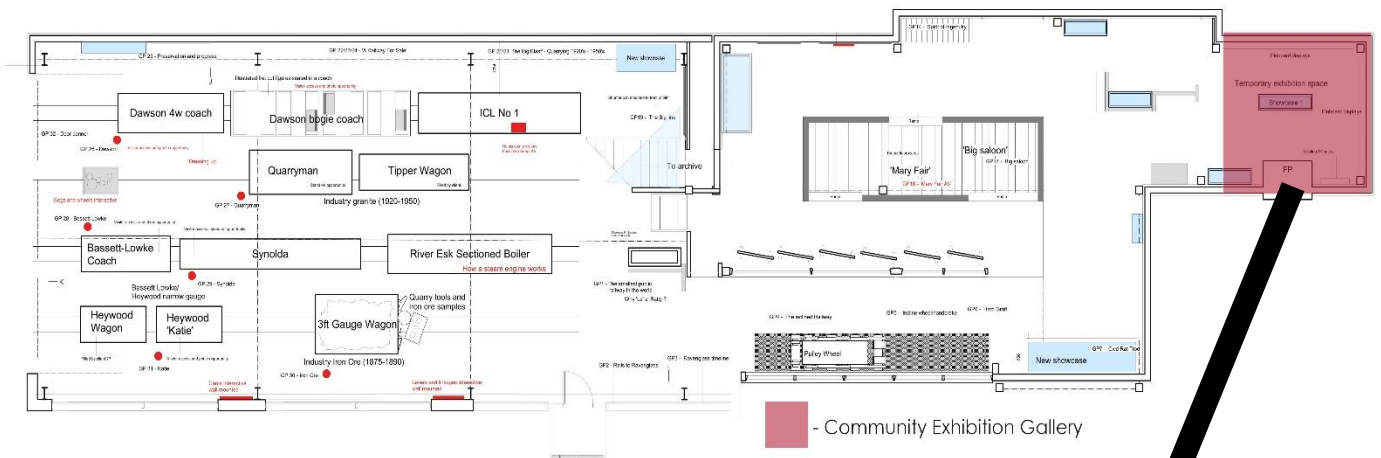




RAVENGLASS RAILWAY MUSEUM – COMMUNITY EXHIBITION GALLERY

Guidelines for Producing Temporary Exhibitions – October 2017

1. Location and layout of the area available



2. Wall space

The total width of the long wall is 421cm (13' 10")

The total width of the short wall is 322cm (10' 7")

Maximum number of boards to fit into the space available (N.B. 5.00 means 5 panels, but no space between them, i.e. they'd be touching. 5.3 means 5 panels with the width of one-third-of-a-panel space between each one) :

			A0	A1
Size			84 x 118cm	59 x 84cm
Long wall 421cm	Between the girders	421cm	5	7
	Length of the panel boards	360cm	4	6
Sort wall 322cm	Between the girders	320cm	3	5
	Length of the panel boards	297cm	3	5

Long Wall



Short Wall



Display Case



TV/Blu-Ray/DVD Player



3. TV Screen

LCD TV with Blu-Ray/DVD/USB media player. Can show videos and images on a loop. Has sound.

4. Display Case

The lockable museum-standard display case is accessible from both ends and has three shelves of adjustable height. The dimensions are 200 x 120 x 40cm

5. Text Standards and Wording

When writing text for display use minimum font size 12 but 14 or higher preferred. Use a clean, sans-serif typeface which meets access criteria for the partially sighted. For example;

The museum typeface is Century Gothic which meets accessible text standards

ALGERIAN IS A SERIF TYPEFACE WHICH DOES NOT MEET ACCESSIBLE TEXT STANDARDS

Regular and **Bold fonts can be used** – use of *italics* should be minimised to ensure maximum legibility.

Text should be used on a high-contrast background like this. Avoid matching or similar colours;

Like this

And this

The combination of red/green is completely unsuitable

(approx 9% of the population suffer from a red-green colour blindness)

Ideally don't have more than about 150-200 words on each panel - keep it concise!

Use bullet-points to get your message across in an easier way.

Provide the information in three-levels, in three different font-sizes, e.g.:

- **Headline** – this is the main message (for people who only glance at the display)
- **Summary** – for people who want to read a little more than the headline!
- **Text** – giving further details.

6. Photo quality

If printing photos professionally ideally use at least 72ppi, actual size, CMYK (CMYK is the colour process that professionals printers use, as opposed to RGB which a desktop printer and computer screen would use.)

Photos of this quality can be very large file-sizes. These can potentially be sent to the designer / printer using, e.g., Dropbox.

7. Material of boards:

Can range from laminated paper or card to printed panels, mounted in 3mm Foamex and matt laminated.

8. How to attach panels to the display boards:

Both of the walls are covered in pin-boards such that display material can be attached to it, using a choice of methods:

- **HANGING SYSTEM** There is a hanging system for framed or heavier objects using hooks which are height adjustable. If necessary rings can be glued to the back of each panel which can be clipped to the hooks.
- **PINS** Laminated paper can be attached with drawing pins. Foamex panels are easily drilled to allow use of panel pins.
- **VELCRO** Cut heavy-duty Velcro into strips (10 – 15cm in length). Stick one side to the back of the panel (e.g. 3 strips at the top and 2 at the bottom) and PIN (don't stick) the other side to the display board
- **DO NOT USE** Screws, large nails, any adhesives – in order to protect the display boards from damage

9. Designer

If you are not confident about designing the display panels yourself, employment of a professional designer helps to ensure that the information is well laid-out, and the panels are more user-friendly. The Ravenglass & Eskdale Railway Preservation Society, who produced the first exhibition in the space, used Julie Hutchinson: juliehutchinsondesign@gmail.com

10. Printers

If printing in-house the Museum can offer limited lamination up to A3 size.

The Preservation Society used Craven Design and Print Ltd, Unit 1, Craven Arms Business Park, Craven Arms, Shropshire SY7 8NR, Tel: 01588 673972 • Fax: 01588 673844, www.cravendesignandprint.co.uk
Contact James Sherratt: info@cravendesignandprint.co.uk

11. Costs

If using professional design and printing services these are reasonable charges

Designer artwork: 4 hours @ £28 / hour = £112

Printing: 5 x A1 large format panels; printed, mounted in 3mm Foamex and matt laminated: £140 + £28 VAT = £168 (including delivery to Ravenglass)

12. Table of paper sizes / boards

Size	Width x height (mm)	Width x height (inches)
A0	841 x 1189 mm	33.1 x 46.8 in
A1	594 x 841 mm	23.4 x 33.1 in
A2	420 x 594 mm	16.5 x 23.4 in
A3	297 x 420 mm	11.7 x 16.5 in
A4	210 x 297 mm	8.3 x 11.7 in

13. Further Information

For more information, advice, or to discuss an exhibition further please contact

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