

NASA Landsat Exhibit Hosting Instructions



Thank you for choosing to host the NASA Landsat traveling exhibit! The documentation included in this binder is designed to help ensure that your hosting experience is enjoyable and educational for both you and your institution's visitors.

As part of the agreement between NASA and your institution, it's expected that some data and information will be collected while you have the exhibit, which will be provided to NASA at the end of the hosting period. Please read the following instructions carefully, as they provide directions on how best to track and store this information, as well as an outline of the other documents included in this binder.

Again, thank you very much for partnering with NASA to bring the Landsat exhibit, Landsat Sees in a Different Light, to your visitors – we hope it exceeds your expectations!

1. Begin keeping track of concerns regarding exhibit unpacking, setup, and general condition immediately upon its arrival at your institution. Use the questions in the document entitled ***NASA Landsat Exhibit Receiving Form*** to guide your initial assessment of the exhibit. On this form, be sure to make note of the dates when the exhibit is received and is placed on the floor at your institution, as well as the name of the staff member performing the initial inspection.
2. Throughout the duration of the exhibit's stay at your institution, use the document entitled ***NASA Landsat Exhibit Damage/Temporary Removal Tracking Form*** to make note of any period(s) when it is damaged and/or temporarily removed from the floor for any reason (lack of space, need for repairs, etc.). This will allow you to provide an accurate description of the total length of time for which the exhibit was made available to the public.
3. For a total of eight hours during your hosting period, you should plan to have a volunteer or staff member observe the exhibit in order to collect some basic information regarding amount of use, audience demographics, and group composition. Instructions and protocol for these observations can be found in the document entitled ***NASA Landsat Counting Study Instructions***. During these observations, use the tracking tool in the document entitled ***NASA Landsat Counting Study Sheet*** to log visitor interaction with the exhibit. The procedure for use by volunteers or staff members during these observations is provided within the document. Once all observation shifts have been concluded, use the ***NASA Landsat Counting Study Reporting Form*** to track and store total data for provision to NASA.

4. At the conclusion of your hosting period, be sure to make note of any concerns you may have regarding tear-down, repacking, and damage or general condition of the exhibit. Use the questions in the document entitled *NASA Landsat Exhibit Return Form* to guide your final assessment of the exhibit during its removal from the floor. On this form, be sure to make note of the dates when the exhibit is removed from the floor at your institution and is shipped back to NASA, as well as the name of the staff member performing the final inspection.
5. Within two weeks of return shipment of the exhibit, please complete the *NASA Landsat End-of-Hosting Report* and compile **all forms** in this binder for delivery to NASA Landsat Education & Public Outreach.
6. Return this binder, along with hard copies of all other completed reports and forms, to:
Tassia Owen
Building 33, A115
NASA Goddard Space Flight Center
Greenbelt, MD 20771

All forms included in this binder are also available for download from the official NASA Landsat website: <http://landsat.gsfc.nasa.gov/exhibit/evaluation>

If you have any questions at any point during or after your hosting period, please contact Tassia Owen at tassia.owen@nasa.gov.