# Seasonal Affective Disorder: Caring for Collections During Seasonal Special Events

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#### **Seasonal Affective Disorder**

- General Guidelines for Special Events
- Seasonal Event Specifics
- Navigating Institutional Politics



#### What makes an event special?

- Unique activities
- Builds audience
- Raises revenue
- What's a party without food and drink?
- Seasonal events are cherished



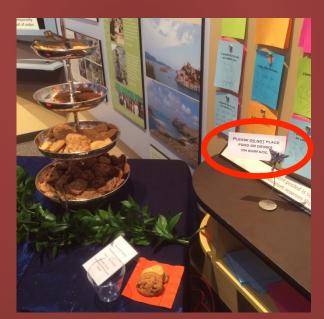


#### Write it down!

- Write a special event policy
- Be specific
- Get buy in from everyone involved
- Include collections protection language in contracts

- Keep food and drink away from collections areas
- Specify where and when food and drinks are allowed
- Use lots of signs!







- Use high tables or tray stands for drinks
- Clear empties throughout event
- Use mats to protect floors from spills
- Have catering set up away from collections







Protect collections on display if you must use galleries

- Place objects in cases
- Use stanchions or other barriers to protect objects in the open
- Move objects out of the way temporarily



Housekeeping is important!



- Before
- During
- After



"The Event Never Happened" policy

Tina Karl, National Museum of Natural History



- Encourage good behavior
- Communicate expectations
- Use signs
- Employ extra security, custodial and catering staff

#### Integrated Pest Management

- Monitor areas where food and plants are placed
- Green house flowers only
- No wild flowers
- Catering access and passage away from collections
- Remove waste and recycling promptly
- Clean immediately after event



- Noise causes vibration
- Monitor objects, especially on mezzanines, balconies.
- Control amplification if objects are affected







#### Hazards to collections

- Christmas trees
- Candles
- Lights
- Decorative food and plants
- Decorations on collections
- Objects used as decorations

#### Christmas Trees

- Use fake trees and garland
- Fire code may prohibit live trees
- Make sure there is sufficient electrical power for lights
- Make sure fire response is current, extinguishers charged, and staff trained
- Use barriers to protect surroundings from sap and water



- Avoid placing decorations on objects
- Use barrier layers if decorations must be on objects or building features
- Cleaning protocols once decorations are removed
- Consult a conservator is objects are damaged



#### **IPM**

- Increase monitoring near live decorations
- Use greenhouse plants
- Do not over water plants
- Avoid food based decorations,
   i.e. popcorn strings, etc.
- Clean areas before, during and after decorating





 Communicate guidelines to participants ahead of time

 Supervise installation to make sure objects are protected





#### **IPM**

- Use greenhouse flowers
- No wild flowers
- Inspect incoming products
- Increase monitoring in area during and after event
- Clean before, during, and after event

- Remove stamen
- Spray loose bits with hair spray
- Do not spray near artwork
- Place flowers away from artwork
- Contain water



- Temporary shields protect paintings
- Use new polyethylene or HDPE sheeting
- Tape to wall, not frame!





- Give paritcipants room to work
- Use floor coverings
- Clean area after installation
- Control water; clean spills immediately

# Sleepovers



- Communicate guidelines to participants ahead of time
- Expect good behavior
- Enlist chaperones to supervise youth
- Emphasize the special nature of the event
- Safety for participants and collections



# Sleepovers

- Secure storage for belongings
- Communicate guidelines again
- Restrict food and beverage to noncollections areas
- Plan activities: keep campers busy



# **Sleepovers**

- Staff adequately
- Some staff should stay awake for safety and security
- Consistent messages about behavior
- Housekeeping
- Check for damage in morning



#### Halloween

- Safety and security at 21+ events
- Discourage masks; messy or large costumes
- Staff adequately
- Plan fun activities



#### **Halloween**

- Encourage good behavior
- Schedule extra security and custodial staff
- Price alcohol to limit consumption
- Clean during and after event



#### Halloween



#### **IPM**

- Avoid pumpkins and other plant based decorations if possible
- Increase monitoring during and after event
- Clean immediately after event



It's our job to imagine the worst case scenario



It's also our job to find workable solutions

- Know the players
- Understand why the event is important





#### Recognize overall benefit to institution

- Revenue
- Marketing
- Attendance
- New audiences
- Membership
- Visibility
- Donors



- Create allies among staff and stakeholders
- Align common interests
- Cultivate collections advocates
- Find someone else to say no



- Be proactive suggest win win solutions
- Compromise for a reason-extreme measures to mitigate risk
- Event budget could be used to fund collections work



#### Don't fear the event!



# Have (collections safe) fun!



# Thank you!

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Verne Anderson, cartoonist

