Exhibition Project Agreement

The project team will prepare a visitor guide for a fictional exhibition. The guide will explain the opening hours, ticket desk, accessible entrance, and information points.

The translation team will receive the current brochure and a short list of approved names. The final package will include the guide text and captions for the visitor map.

Before work starts, the coordinator will confirm the language, delivery date, reference files, and contact for questions. The team will record changes in the shared project notes.

The reviewer will check names, dates, and directions against the approved source. The coordinator will deliver the reviewed files and keep a copy of the final version for reference.