TIGHT BINDING

PUBLICITY
I. For Each Exhibition
   A. Written
      1. Advance articles - magazines
      2. Advance notices - newspapers
      3. Outline Bulletin for Critics' day
      4. Follow-up stories about visitors, artists, lenders, "human interest", etc.
      5. Magazine articles - reviews
         a. Domestic
         b. Foreign
   B. Photographic
      1. Magazines
      2. Photogravure
      3. Critics
   C. Radio

II. Miscellaneous Publicity
   1. Trustees
   2. Staff
   3. Acquisitions
   4. Building

CATALOGS
I. Distribution
II. Review copies
III. Stock-taking, reprints, etc.

EDUCATIONAL
I. Gallery Docent (by appointment?)
   1. Individual
   2. Group

LIBRARY
I. Cataloging library
II. Assembling books on each Exhibition