Questions to Consider when Planning a Move

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How to Move a Museum

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Will you barcode? If so, will you barcode at the object or container level?

What are your staffing needs to plan and execute the move?

Will you need the help of others? If so, what kinds of help do you need?
  - Riggers
  - Move Planning Consultant
  - Household Moving Company
  - Packers
  - Temporary Registration Assistance
  - Volunteers
  - Fine Arts Movers
  - Architects
  - Conservators
  - Storage Providers
  - Truck Drivers
  - Electricians/Carpenters/Other Trades

Do you have objects that will need to be crated? If so, does this need to be out-sourced?

Is this one move, or possibly multiple moves?
  - Will all of the collections go at once or are there phases to the move?
  - What items need to move, second, third, etc.?

Will you use boxes or reusable totes?

What kind of equipment will you need?
  - Will you buy or rent?

Do you have objects that need special care to disassemble and re-assemble?

What are the largest things you need to move?
  - Do you have these measurements?
  - Have you compared these measurements to the move path – truck opening, door openings, hallway widths, etc?
  - Are the personnel who will move these things experienced in moving this kind of object?