

ROGUE ARTIST (ART) EXHIBITION CHECKLIST

Once you have secured a gallery, venue, or business for your exhibition, organize yourself by answering these questions and following this checklist. *(Choose the questions that apply to your project and or show)*

Name of exhibition: (Come up with something fun and memorable)

Name of the venue/gallery/location:

Address of exhibition/is there parking:

Will there be a virtual aspect? If so when:

Dates for the exhibition:

What are the hours of operation? or is it by appointment only?

Date and time of the opening reception:

Are there any other events conflicting with the exhibition?

Will you have any other events (other than opening reception): Examples include: live painting, music concert, speaking, or anything else to attract a crowd.

If so, when will these events happen:

Is the opening reception/added events a private RSVP-only event or open to the public?

Who is the main contact person for the venue/gallery/location?

If work is sold, what is the commission for the venue/gallery/location? (This will help determine if it's time to raise your prices)

Is a discount percentage shared between you and the venue/gallery/location? What is it?

Is there an artist's fee?

Who pays for shipping, insurance, and reception costs if needed?

What are the responsibilities of the venue/gallery/location?

What are your responsibilities as the artist?

Is there a floor plan for the space? If so, where is it located?

When are the installation and de-installation dates?

What are the installation procedures at the venue/gallery/location?

Who installs the work?

What tools are available for installation?

What equipment and technical support are available?

Are there issues with electrical outlets and extension cord routes?

Is there heat or AC?

Who provides food and drink?

Who designs, mails, and posts the announcement and invites?

What is the deadline for information for announcements and invites?

Who pays for the mailing of invites?

Who pays for advertising materials like posters and flyers?

Where will the press release and other publicity be sent out to? Pick at least 3

Does the venue/gallery/location have an email list for announcements?

Who will provide and hang tags for the artwork?

Is all artwork photographed?

How are you promoting the show?

What is your timeline for promoting?

Do you have an email list?

Who will purchase wine glasses and trays for reception and events?

What is the estimated cost to the artist putting on the event?

Is the location wheelchair accessible?