

EXHIBITION CHECKLIST

Once you have secured a venue for your exhibition, make sure you understand the following:
(Choose the questions that are applicable to your project and the venue)

EXHIBITION CHECKLIST FORM

Name of exhibition:

Name of venue:

Address of venue:

Dates for the exhibition:

What are the hours of operation?

Date and time of the opening reception:

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

Who is the main contact person for the venue?

Is there a contract or loan form provided by the venue?

When can you sign the contract or loan form?

If work is sold, what is the commission for the venue?

Is there a discount percentage shared between you and the venue? What is it?

What is the honorarium or artist's fee?

Who pays for shipping, insurance, and reception costs?

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What are the responsibilities of the venue or gallery?

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 deinstallation dates?

What are the installation procedures?

Who installs the work?

What tools are available for installation?

What equipment and technical support is available?

Are there issues with electrical outlets and extension cord routes?

Who designs and mails the announcement?

If the gallery designs and mails the announcement, what is the deadline for information from the artist?

Who pays for the announcements and the mailing?

What is the deadline for information needed for the press release and other publicity?

Does the venue have an email list for announcements?

How many invitations will you receive as the artist and what kind will they be? Email, postcards?