

## **Exhibition Checklist**

This checklist serves as a guide for Artists and Member Organizations to assist in preparation for an exhibition.

Adjust and modify the tasks based on your specific considerations, requirements and timelines.



EXHIBITION: PRESENTER

# TITLE

<b>WEEK 1</b>	1 month prior to opening	
	<b>Artwork Selection</b>	<input type="checkbox"/>
	Review submissions or reach out directly to rural and northern artists for a diverse representation of styles, mediums, and perspectives.	
	<b>Documentation &amp; Contracts</b>	<input type="checkbox"/>
	Ensure the following documents are in place:	
	<b>Signed Member Organization Agreement</b>	<input type="checkbox"/>
	<b>Contracts with individual Artists</b>	<input type="checkbox"/>
	<b>Promotional Materials</b>	<input type="checkbox"/>
	Collect and prepare promotional content for various platforms:	
	<b>Exhibition Title</b>	<input type="checkbox"/>
	<b>3-5 Photos of Artwork</b>	<input type="checkbox"/>
	Ensure the collection has few different aspect ratios (vertical, square, horizontal) for various promotional channels	
	(300 dpi, JPEG or TIFF format)	
	Titles & Artist name of the promo artwork	
	<b>Artist Statements</b>	<input type="checkbox"/>
	<b>Curatorial Statement</b>	<input type="checkbox"/>
	Defining the exhibition theme or purpose	

**WEEK 2 - 3** Mid-month prior to opening

**Display & Installation**

**Communicate any specific display needs**

Placement of Exhibition Pieces

Plinths, shelving, etc. required for optimal presentation of artworks.

**Ensure secure packaging and proper labeling for safe transit of items.**

Arrange transportation logistics

**Prepare inventory information for each artwork:**

Title of Piece

Artist's Name

Medium

Year Created

Price

Photos of Individual Items

**WEEK 4** Week of Opening

**Event**

MAN will facilitate the First Friday Opening

**Encourage artists to attend for a talk or interaction with attendees to discuss their work, network, and potentially enhance sales**

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