

## COLBORNE ART GALLERY GUEST ARTIST/SOLO MEMBER EXHIBITION CHECKLIST

*In preparation for your show at the Colborne Art Gallery here are a few things to keep in mind in order to make your show as successful as possible.*

### FIRST STEPS -

**Complete and Sign the Artist Contract** - return the gallery copy to the Exhibitions Coordinator, along with the title and a brief description of the show.

**Payment** – upon signing your contract the gallery requires your rental fee to secure your show.

**MEDIA INFORMATION** – *For use in our promotional material, to be submitted to the Exhibitions Coordinator at least 12 weeks prior to your exhibition.*

**Text-Based Show Description** – Provide a simple one- to two-sentence description of your show and/or your artist's statement.

**Artist Interview** – Provide a text-based interview of the artist/group. We can also arrange to interview you.

**Artist Image** – Provide a high-quality jpeg image of yourself, preferably at work and/or in your studio. We can also arrange to photograph you.

**Image of Work** – Provide a high quality jpeg image of two or three works representative of your show.

### INSTALLATION

**Hanging** - The gallery will assist you in arranging and hanging the show and arranging the lights on the Monday before your Saturday opening.

**Plinths** - A list of any plinths required must be received by the gallery the week before the Monday hanging of your show. A list of available sizes is available upon request.

**Labels** – The gallery will print your labels for you. Send your label information to charlesfunnell@sympatico.ca 10 days before your show opening.

**Price List** – Make sure to have your price list completed and printed (do not apply tax) and available for the opening of your show. All exhibited works must be offered for sale.

**Supporting Materials** – Any supporting materials such as a guest book, bio, statement about the show etc., are to be printed in Ariel 12 pt. bold, and available at the gallery for display on the Monday that you are hanging your show. Please consider the display of these materials when counting plinths. The gallery will also try to have copies of any press releases available for display.

**Take-down** - the show must be removed before noon on the Monday immediately following the closing Sunday.

**THE OPENING RECEPTION** - *The gallery coordinates the opening reception.*

**Artist Attendance** – The artist(s), or as many members of an art group as possible, must be in attendance for the reception.

**Food/Refreshments/Clean up** – The gallery will provide food/refreshments for the opening, and will clean up afterwards.

**Presentation** – A Colborne Art Gallery member will introduce the artist(s), and must be provided with the information you want them to present, by the Monday before the opening. Following their introduction, you will have an opportunity to address the audience yourself.