Intake Procedure

Print out the intake sign up, or note the people and times from the sign up, so you know who to expect when.

Make sure each artist has the intake form from the prospectus filled out and a filled out tag is attached to the back of each piece of art.

Assign a distinct number to each piece of art by writing those numbers on the intake form next and writing the corresponding number on a post it note which is then attached to the art. (This helps those hanging the art to assign the correct wall label to each piece of art.)

Check that each artist entering artwork is currently a member with dues paid.

If there is an entry fee, check that each artist has paid their entry fee either via Paypal or is paying by check or cash at intake. Prior to intake, ask the treasurer to email you a list of those who have paid via Paypal. All cash and checks received are to be put in an envelope and given to the curator to have deposited.

Art must meet VAL guidelines for framing and hanging. If in doubt, ask the curator if any individual piece should be rejected.

Strike Procedure

Print out the strike sign up, or note the people and times from the sign up, so you know who to expect when.

Use the artist contact sheet located at the show to have each artist initial the art they are taking.