**Pre-Exhibit Checklist for Featured Artists**

**For approval of the show**

Send a completed proposal form and a map of the space to be used to the Featured Exhibit Committee by March 31 for shows in the following calendar year.

When planning space to be used for the show, do not exceed a quarter of the gallery.

**Marketing**

Give the following information to the Marketing Committee:

Press release information to the person in charge of press releases and to Erin for website, 6 weeks in advance. Include the following information:

1. Title of show, artist, medium
2. Exact dates of exhibit opening and closing
3. Reception date and time, any special programming
4. Artist’s statement
5. Summary of what influenced the work being shown. These might include:
   1. what you enjoy about the work
   2. what inspires you
   3. art training, life experiences, special interests, other artists
   4. Two-to-three images of your work (include the title, media, size of images for caption) and/or images of you creating your art.

Erin needs information for the newsletter by the 25th of the month before the show begins, preferably sooner. Also contact person in charge of Facebook and Instagram releases.

**For the Show Itself**

1. Talk/work with the *designer* of the rest of the gallery space and the person in charge of *takedown* to coordinate their work with your show’s needs.
2. Communicate with the person in charge of the *window displays* (Erin).
3. Work with John Hartman for signage.
4. Prepare any signs or pictures for hanging with show.
5. Bring plenty of business cards.
6. If there are special instructions for desk workers during the show, put them in the pink Gallery Q Desk binder.
7. Consider having a Second Saturday meet-the-artist, demonstration, or class during the show.