

So you want to plan an exhibition? A checklist

Prepared by Christine McMillan, Arts OutWest

Find this resource and others at www.artsoutwest.org.au/resources

This is a list of points to consider when you are planning an exhibition. Not all points will apply to everyone as all situations are different. If you think there is something we have missed please let us know. Hope this helps and good luck with your exhibition.

MANAGEMENT

- Artist run initiative (ARI)
- Art group
- Organisation
- Incorporated body
- Community group

INSURANCE

- work insured while on exhibition
- all care but no responsibility
- who will cover the insurance of the work to and from the exhibition

ENTRY FORM

- Exhibition title
- Theme
- Artist**
 - Name
 - Address
 - phone number
 - email
- Art work**
 - title of work
 - size of work
 - medium
 - jpg of each work
 - sale price and/or insurance value
- Artist statement:**
 - how many words
 - will it be exhibited with the work
 - will it be in a catalogue or on web
- Contact number and email for enquiries
- Permission to use art work images for promotion

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CONDITIONS

Works:

- define size
- weight
- number of works
- 3d and 2d works
- new media

Due dates:

- Entries to be submitted before delivery date to organise art work list labels and insurance

Delivery and pickup:

- organise times
- places
- check list to sign for receiving work
- check list to sign for work pickup
- Transport: Who is responsible for transport of the work to and from an exhibition
- Place label on the back of the work (name, title, artist name and contact)
- Do works have to be completed within a certain timeframe
- Specify the type of framing and position of hanging hardware required on the back of the art work
- does the artist needs an ABN.
- does artist need to have public liability insurance
- works insured or not
- do the works hang for the length of the exhibition?
- If works are removed when sold who is responsible for replacing the work sold?

Money

- does it cost to enter
- do organisers take commission
- works for sale
- does the artist receive an artist fee
- Who manages the sale?
- Does the artist agree to have their details given to prospective buyer?
- Does the artists manage their own sales?
- Is a deposit taken for sold work if the exhibition lasts for a long time?
- How is the artist paid, direct deposit/cash

Artists

- Advertise for expressions of interest
- Advertise for proposals from artists for solo shows or group exhibitions
- Run a competition
- For members of a/your group
- Participation by invitation
- Artists approaching organisers

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- Contact through Arts OutWest and regional galleries: Orange Regional Gallery, Bathurst Regional Art Gallery and Cowra Regional Gallery

EXHIBITION SPACE

Installation

- tracking: metal track attached permanently to the top of the wall usually just under the cornice
- hooks with wires or tape which slide into the tracking allowing flexibility in amount and height of works hung
- velcro strips
- push pins
- plinths

Lighting

- is the available lighting adequate
- what type of lighting

Walls

- can temporary walls be installed
- can walls be painted to artists specs
- nails in walls
- walls repaired and painted after exhibition
- masonry
- plaster board

Dark spaces

- dark space for video projection

Risk Assessment

- Complete before installation

Storage Space

- art work packaging,
- artist takes packaging home

Tool box

- drill
- drill bit
- phillips head bit
- d rings
- small screw
- wire
- side cutters
- hammer
- 2 measuring tapes
- sticks
- spirit levels
- double sided tape
- stickits, paper
- pencil

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- works check list
- exhibition space plan
- blue tac
- gaffer tape
- ladder

Hardware

- plinths secure/non secure
- data projectors
- internet connection
- extension cords

Electricity

- electrical safety test

THE EXHIBITION

Theme:

- theme for the exhibition
- open

Curator:

- chooses work
- theme
- plans installation

Labels:

- Artist name
- title of work
- media
- statement
- sale price
- commission
- logos
- laminated paper
- paper inside acrylic holders
- printed on acrylic
- number for each work only/ refer to the room sheet (list of works on paper)

Data Base:

- all details on entry form

Opening:

- invitation
- food
- drink
- time
- responsible service of alcohol (RSA)
- guest to open
- opening speech
- artist talks

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- acknowledgement of country

Time:

- how long will the exhibition hang
- how long will it be opened
- book days for install and deinstall.

Minding the exhibition

- who sits with the show
- do they have backup staff
- phone numbers of back up staff
- information about the works and artists
- sales process

Complaints: sometimes people complain about art works

- process for managing complaints

ROLES

Keys

- opening
- locking space
- Security:** who is responsible

Hanging

- group
- curator
- artist
- a combination of all
- technical assistance

Signage

- exhibition name,
- artists names
- exhibition concept

MEDIA

Promotion

- what promotion does the space provide
- media contact person

Press release

- when, who, why, where
- include a quote
- short sentences
- image
- gallery/ group web site

Acknowledgement

- logos
- funders statements

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Creation of Web presence

- exhibition documented online
- blog
- wikispaces
- web site
- facebook
- instagram

Media Permission

- media permission for photographs of work for specific purposes and time, and photographs of individuals for promotion and documentation

Promote

- Arts OutWest (AOW). send information to artsoutwest@csu.edu.au
- your networks
- media lists
- council tourism offices

Invitation

- invitation design

Mailing list

- digital
- hardcopy
- gallery mailing list
- artist mailing list

Catalogue

- list of works
- statements
- numbered works
- images

Education Program

- what is the target group
- presenters need to present age appropriate information
- offer to community groups, schools, aged care, day care

Documenting

- who will document the exhibition
- for what purpose

Applications for funding

- funding
- sponsorship

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0447 832 043