



# So you want to plan an exhibition? A checklist

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*Find this resource and others at [www.artsoutwest.org.au/resources](http://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

# So you want to plan an exhibition? A checklist

## **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](mailto: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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