

## Guest Artist Exhibition Info: At a Glance

Artist name, or group representative: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

### Your Salt Spring Gallery Support Persons:

General & Contract: \_\_\_\_\_ Email \_\_\_\_\_ Tel: \_\_\_\_\_

Promotion & Reception: \_\_\_\_\_ Email \_\_\_\_\_ Tel: \_\_\_\_\_

Hanging: \_\_\_\_\_ Email \_\_\_\_\_ Tel: \_\_\_\_\_

**EXHIBITION SET-UP DAY:** Thursday, 10am (date) \_\_\_\_\_

**Exhibition opens to public:** Friday, 10am (date) \_\_\_\_\_

**Reception date and time** ( 2hr window) \_\_\_\_\_

**EXHIBITION TAKE DOWN:** 3pm (date) \_\_\_\_\_ complete by 4pm

### Checklist

- Sign **contract** to secure dates. Review contract carefully for full details.
- Pay **Rental and Exhibition fee** \$500/three weeks + 5% gst = **\$525**.
  - Deposit** due upon signing of contract \$262.50 Paid date \_\_\_\_\_
  - Balance \$262.50 due by** (date) \_\_\_\_\_ Paid date \_\_\_\_\_
- Promotional info:** Provide to gallery Promotion Support Person listed above Due date \_\_\_\_\_
  - 3-5 quality images for posters and newsletter;** at least 5mb - maximum 15mb each. Jpegs.
  - Text:** 200 words or less. Gallery reserves right to edit.
- Inventory list:** Deliver a paper copy to the Gallery on or by Set-Up Date. \* Include one extra artwork for display in front window of Gallery. Direct questions to General Support Person listed above.
- Obtain Special Event Permit** for reception if alcohol will be served and advise Gallery.
- Special Event Server or Serve it Right:** Confirm that a SES or SIR certificate holder will be at the reception to serve beverages, or request Gallery member.
- Pick up and pay for posters** at Apple Photo. You will be contacted by a Gallery member when ready.  
**Promptly deliver** the 4 laminated copies, 2-8.5x11 copies, and 20- 4x5 flyers to the gallery.  
The remainder; 14- 8.5 x 11, 6- 5.5 x 4.25, and 40-4x5 flyers are for you to distribute.
- Distribute** posters at least two weeks before Opening Day, and remove promptly after event has ended.
- Prepare** labels, statements, signage, and guest book in time for Set-Up Day.
- Provide** labeled foods and beverages for reception, and deliver by 4pm on day of reception.
- Arrange** for assistants, if needed on hanging day, for handling of heavy objects or installation art.
- Cleanup** and patch walls at takedown on Closing Day.