**Coordinator’s Checklist to aid exhibitions in the O’Connor Group Art Gallery**

**After exhibition dates are assigned the following responsibilities by the CVAA Member acting as coordinator for this exhibit must be completed:**

**IMMEDIATELY**

* **Establish contact with the artist or person representing the group.**
* **Record the following:**
* **name of exhibiting artist(s) or group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Dates of the exhibit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Opening date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Reception date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Organize a meeting preferably in the gallery to discuss specific needs of the gallery such as: hanging hardware, weight and size of acceptable pieces, floor plan, movable walls and any restrictions.**
* **Identify display space & specific needs (fixtures) i.e. Pay & Take Away, business cards, catalogues, etc.**

**3 Months in Advance:**

* **Two press releases are required: Both written by the artist. One needs to be a maximum of 50 words and the second needs to be a maximum of 250 words. In addition 2 or 3 landscape view jpeg samples of the artist’s work are needed for a possible newspaper feature.**
* **Remind exhibitor that a poster design is due to promote their show with the following format, resolution and size requirements: 300 dpi copy jpeg with a 9” x 12” portrait format and a 300 dpi copy jpeg with a 12” x 18” landscape format. For the webpage the format is to 72 dpi jpeg.**

**All promotional materials will be sent to Mary Main, Public Relations,** [**marycm@shaw.ca**](mailto:marycm@shaw.ca) **& BettyAnn Martin, Publicity, cvaa,[publicity@gmail.com](mailto:publicity@gmail.com).**

**Outline essential information required on the poster which includes:**

* **Title of show**
* **Artists or group name**
* **Location of gallery: O’Connor Group Art Gallery, 9201 Corbould St. Chilliwack, BC V2P 4A6 and website: oconnorgroupartgallery.com**
* **Hours the gallery is open: 12:00 - 5:00 Wednesday to Saturday and some evenings Admission is Free**
* **Date and time of the reception: see contract**
* **Emphasize the importance of making the dates of the show and reception clearly visible and of prime importance.**
* **Explain that the submission fee includes the cost of printing the following:**
* **10 large posters 12” x 18”, 20 medium posters 9” x 11” and 100 postcards.**

**4 weeks before show (Date:\_\_\_\_\_\_\_\_\_\_\_\_\_)**

* **Contact exhibitor with a reminder requesting an updated bio and artist statement to be displayed in the gallery during their exhibit.**
* **Coordinate the printing of the promotional material with deadlines and dates for distribution.**
* **Introduce Inventory Lists stating specific format required and give them an example.**
* **Specify that AVERY REMOVABLE Labels # 06468. Template 5163 must be used in a size determined by the artist ( 2” x 4” is usually adequate).**

**3 WEEKS prior to the event:**

* **A digital copy of the poster will be sent to the exhibitor to post on their website, facebook, send to friends, etc.**
* **A list of where to distribute the posters will be provided**

**2 WEEKS prior to the show:**

* **Finalize: set-up date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and take down date \_\_\_\_\_\_\_\_\_\_\_\_.**
* **Organize set up and take down crew at the CVAA membership meeting just prior to the set up and take down of the show.**
* **Confirm specific needs required by the artist/group such as grids, plinths, etc.**
* **A request will be made to the Cultural Centre for any equipment and/or technical assistance that is needed to mount the show on the day of hanging.**
* **Remind the artist about the reception and what they are responsible for providing: Finger food, Coffee, Cream, Sugar, Napkins, Plates, Punch, Serving spoons & Spatulas, Any table decorations.**
* **The Cultural Centre will provide: Buffet tables draped in red or black -- Round or Rectangle, in the Gallery or Lobby; Coffee/Tea serving table with hot plate; Access to food prep room; Coffee maker; Fridge; Ice; Mugs and glasses (number to be indicated \_\_\_\_\_\_\_\_); Glass fountains for punch & water ( number to be indicated \_\_\_\_\_\_\_\_\_)**

**ON THE DAY OF HANGING THE SHOW:**

* **The two completed inventory lists must be submitted to the CVAA Coordinator. One is kept in the gallery and one is submitted to the box office.**
* **The artist statement and bio will be displayed in the gallery.**

**RESPONSIBILITIES for the RECEPTION:**

* **You will review what is provided by the Cultural Centre for the reception and what the artist/group is responsible to provide (see list above).**
* **Organize clean up crew. After the reception: all dishes are stacked on trolleys and counters are cleared in the food prep area.**