

## **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 12"x 18" format as a jpeg.
- One poster is in portrait format for printing and one poster is in landscape format for the CCC to run on their big screens. For the website the format can be 72 dpi or 300 dpi.

All promotional materials will be sent to the CVA member responsible for promotion and advertising: BettyAnn Martin, Publicity, [cvaa.publicity@gmail.com](mailto:cvaa.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](http://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 an 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). The artist is also responsible for completing and attaching labels to the gallery walls identifying each piece with the required information.

**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.
- Hanging requirements can be seen on the website under Member's Art Submission.

- Inform the Gallery Coordinator, Mary-Lee Merz of 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: (or prior to show opening)**

- The two inventory lists must be completed. One paper copy and a digital copy (can be emailed to Anna Stecca at [anna@chilliwackculturalcentre.ca](mailto:anna@chilliwackculturalcentre.ca) One remains 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 cleanup crew. After the reception: all dishes are stacked on trolleys and counters are cleared in the food prep area.