

Coordinators 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: One needs to be a maximum of 250 words and the second needs to be a maximum of 250 words. Also an image 1-2 jpeg's in landscape view of the art work.
- All promotional materials will be sent to Mary Main, Public Relations, marycm@shaw.ca & BettyAnn Martin, Publicity, cvaa, publicity@gmail.com.

8 WEEKS before the show (DATE: _____)

- ❑ Remind exhibitor that a **poster design** is due to promote their show with the following format, resolution and size requirements: 300 dpi copy jpg with a 9" x 12" format and a digital format of 72 dpi jpg.

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: oconnorgrouppartgallery.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 **VERY 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.