



PA ROUTE 6 ARTISAN TRAIL

## Basic Gallery Show Checklist

Are you ready to set up your show? Here are some basics to check off your to-do list:

- Get the space ready**
  - Clear out, clean up. Get rid of unnecessary clutter.
  - Wash windows
  - Dust, clean lighting fixtures
  - Floors
  - Check walls for needed repairs, fill holes, etc
  - Don't forget the bathroom, check for supplies
  - Seating as needed
  
- Set Up:**
  - Hang 2D artwork, clean glass
  - Install 3D Displays
  - Attach identifying/pricing tags on all artwork
  - Post signs for hours, any other informational signs
  - Outdoor signs as necessary
  - Clean out check out counter--top & under
  - Check stock for bags and packing material
  
- Publicity**
  - Gather artist statements, bios
  - Photograph work
  - Order/print postcards
  - Send out news releases
  - Schedule Social Media Posts
  
- Organizational work:**
  - Inventory sheets complete
  - Artist's contracts signed
  - Update website
  - Staffing, security in place
  - Gallery Procedures book up to date?
  
- What are you forgetting?**
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