

WCA/NH EXHIBITIONS WORKSHEET



IMPORTANT: Save this form to your computer and rename it with the title of the exhibit BEFORE entering any information. If you skip this step, your changes will not be saved and you will lose your work.

Title of Exhibition: _____

- Theme/Description: _____

Gallery: _____

Show Dates: _____

Opening Reception Date/Time: _____

Gallery Director/Contact Person: _____

- Email/Phone: _____

Gallery Information: _____

- Address: _____
- Website: _____
- Hours: _____

WCA/NH Exhibition Coordinator: _____

- Email/Phone: _____

WCA/NH Exhibition Assistants:

- Name/E-mail/Phone: _____
- Name/E-mail/Phone: _____
- Name/E-mail/Phone: _____

Deadlines/Important Dates & Times:

- Prospectus Released: _____
- Entry Deadline: _____
- Entry Forms Submitted to: _____
- Drop off: _____
- Do artists need to sign a gallery forms? ___ Yes ___ No
- Hanging: _____
- Reception: _____
- Take down: _____
- Pick up: _____
- Do artists need to sign a release form? ___ Yes ___ No

Media Accepted:

2D 3D Video Installation Other: _____

Number of Images Accepted for Entry: _____

Size/Display Limitations:

- Gallery Provides Pedestals: Yes No
 - Gallery Provides Video Equipment: Yes No
-

Entry Fee? Yes No \$_____ WCA Members, \$_____ Non-members

Juried Exhibition

Juror/Curator: _____

- Email/Phone: _____
 - Website: _____
 - Deadline date for Juror Bio: _____
 - Juror fee: \$_____
 - Juror time frame: _____
 - What additional information does juror want?
 - Resumes: Yes No
 - Artist's Statements: Yes No
 - Other: _____
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Open Exhibition:

How many works may be submitted? _____

- Invitational (all work submitted will be hung): Yes No
 - Selected (work chosen from slides or digital images; at least one piece will be hung):
 - Who will select the work? _____
 - Name/E-mail/Phone: _____
-

Additional Information: _____

Sales

- Does gallery sell work? Yes No
 - Commission: _____%
 - Details regarding payment: _____
-

Does Venue carry insurance? Yes No Details: _____

Publicity Responsibilities: Gallery

Publicity handled by: _____

- Contact Email: _____
- Contact Phone: _____

Description of publicity	Deadlines
Website: _____	_____
Press (Sent out to): _____	_____
Print: Postcard Catalog Other: _____	_____
Social Media: _____	_____
TV/Video: _____	_____
Design/Printing: _____	_____
Description: _____	_____
Designer: _____	_____
Email/Phone: _____	
Writer: _____	_____
Email/Phone: _____	
Final Approval/Proofreader: _____	_____
Email/Phone: _____	

Information needed from WCA (Artist Info, Images, etc.):

- Deadline: _____
- Description: _____

Publicity Responsibilities: WCA

Publicity handled by: _____

- Contact Email: _____
- Contact Phone: _____

Description of publicity	Deadlines
Website: _____	_____
Press (Sent out to): _____	_____
Print: Postcard Catalog Other: _____	_____
Social Media: _____	_____
TV/Video: _____	_____
Design/Printing: _____	_____
Description: _____	_____
Designer: _____	_____
Email/Phone: _____	
Writer: _____	_____
Email/Phone: _____	
Final Approval/Proofreader: _____	_____
Email/Phone: _____	

Information needed from WCA (Artist Info, Images, etc.):

- Deadline: _____
 - Description: _____
-

Budget:

Use WCA/NH Exhibitions Budget Form (see Exhibitions Toolbox)

Prospectus

- Release date for prospectus: _____
 - Who will create prospectus? _____
 - Who will post prospectus?
 - Constant Contact _____
 - Facebook _____
 - Yahoo _____
 - Website _____
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Drop Off & Pick Up

- Who will be present to accept the work? _____
 - Who will be present to release the work? _____
 - Do artists need to sign a release form? ___ Yes ___ No
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Hanging

- Who will hang the show? ___ WCA/NH ___ Venue
 - Who makes tags? _____
 - Who makes wall didactics (if any)? _____
 - Who makes list of included work? _____
 - Will there be a table available for handouts/newsletter? ___ Yes ___ No
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Reception

_____ WCA/NH or _____ Venue?
Who is in charge of planning the reception? _____
Is alcohol acceptable at the reception? ___ Yes ___ No
Photographer at Reception? ___ Yes ___ No Name: _____

Additional Notes: