

## **Checklist:**

- 1. Confirm the details** (6 months to a year ahead)
- 2. Call for works** (6months to a year ahead)
- 3. Collect information:** (one to two months ahead)Final  
Inventory: (one to two weeks ahead of time)
- 4. Publicity:** (based on the size of your organization and budget)
  - Print:
  - Website:
  - Facebook:
  - Posters
  - Post cards (e invite)
  - Show review
- 5. Hanging shows**
  - Remind artists
  - Toolbox
  - Checking work in
  - Arranging the work
  - Hanging the show
  - Lighting
  - Price Cards
- 6. Reception:**
- 7. Closing the show/ pick up work**
  - Send reminders
  - Payment
  - Check work out