

# GALLERY CHECKLIST

**Gallery name:**

**Opening date:**

**Gallery address:**

**Show dates:**

**Gallery contact person:**

<b>TASK</b>	<b>STATUS</b>
Confirm show theme	
Final show title	
Decide on quantity of prints to hang	
Decide on prices and create a price sheet	
Confirm framer, frame sizes and due date for finished pieces	
Confirm catering	
Confirm photographer	
Sign contract with gallery	
Create artist bio. and statement	
Check mode(s) of receiving payment	



# OPENING DAY GALLERY CHECKLIST

**Gallery name:**

**Opening date:**

**Gallery address:**

**Show dates:**

**Gallery contact person:**

## PACKING LIST

Wall tags for art pieces; Include title, medium, price and contact information

Price sheets

Stickum/approved gallery adhesive for the wall tags

Red Dots to place on sold artwork

Business cards

Guest book

Pens

Email sign up sheets

Notebook

Level, extra screws, frame wire and masking tape

Glass cleaner, paper towels/lint-free rag to clean frames

A smile :)