Exhibition Template (no jurying)

# General Info

Exhibition Name:

Dates:

Location:

# Contacts

Exhibition (sub) committee communications:

Inquiries from general membership:

Communication with exhibition site contact: xxx

# Exhibition Milestones

## Planning and PR

**Coordinator:**

**No of volunteers needed:**

**Supplies Needed:**

**Description:**

Info about the exhibition should be on the blog and Facebook as well as the SMG website. Please submit texts and images to xxxxx

Posters, postcards and signage require a desktop publishing specialist. Recommendations?

## Registration

**Coordinator:**

**No of volunteers needed:**

**Description:**

Volunteers should be available for general questions on registration.

Please refer to biennial registration form as an example.

Contact xxx to coordinate registration and generation of master list.

Registration will need to include a release and liability form (can we use the one we have from the biennial?).

How many pieces are max accepted? What dimensions? Can they send them in? Where can they drop them off? What days?

Each artist must provide a unique id for each work up on registration (Dana Cassara pieces 1, 2 and 3: CASS\_D\_01, CASS\_D\_02, CASS\_D\_03)

Each artist must label each box or bag with their name and a photo of the piece for drop-off as well as any instruction on how to arrange the piece (where is this recorded?)

Pieces must be wrapped in bubble wrap and /or tissue paper and in a plastic bag.

## Receiving Work

**Coordinator:**

**No of volunteers needed:** 3 / day plus a coordinator (2 teams of 2 people/day)

**Supplies Needed:** white tags with string, pens, plastic bag, bubble wrap, tissue paper, receipt book, blue tape

**Description:**

## Designing Cases

Coordinator:

No of volunteers needed:

Supplies Needed:

Description:

## Installation

Coordinator:

No of volunteers needed:

Supplies Needed:

Description:

## De-installation

Coordinator:

No of volunteers needed:

Supplies Needed:

Description:

## Releasing Work

Coordinator:

No of volunteers needed:

Supplies Needed:

Description:

## Exhibition Close (other)