

# SO, YOU WANT TO PUT ON AN EXHIBITION?

## CHECKLIST

### ① Planning

Have you:

Tick

|  |                          |
|--|--------------------------|
| Contacted the venue for floor plans and restrictions?                            | <input type="checkbox"/> |
| Found out the size of the doors?   | <input type="checkbox"/> |
| Contacted any artists you are working with for artwork and delivery information? | <input type="checkbox"/> |
| Arranged the layout of the works?  | <input type="checkbox"/> |

### ② Packing + Placing

Have you:

|  |                          |
|--|--------------------------|
| Packed your work?  | <input type="checkbox"/> |
| Completed condition reports, including photographs, for all works? | <input type="checkbox"/> |
| Placed the work according to your plan?                            | <input type="checkbox"/> |
| Taken the time to walk around the venue with the work in place?    | <input type="checkbox"/> |
| Arranged transportation?   | <input type="checkbox"/> |

### ③ Installation

Have you:

|                                   |                          |
|-----------------------------------|--------------------------|
| Got all the tools you need?       | <input type="checkbox"/> |
| Decided on an eye-height?         | <input type="checkbox"/> |
| Given all the works enough space? | <input type="checkbox"/> |
| Taped down any cables?            | <input type="checkbox"/> |

### ④ Signage

Have you:

|   |                          |
|---|--------------------------|
| Made every label?                               | <input type="checkbox"/> |
| Created a price list?                           | <input type="checkbox"/> |
| Generated every QR code?                        | <input type="checkbox"/> |
| Placed all the labels next to the correct work? | <input type="checkbox"/> |

### ⑤ Takedown

Have you:

|                                |                          |
|--------------------------------|--------------------------|
| Updated the condition reports? | <input type="checkbox"/> |
| Packed all the work?           | <input type="checkbox"/> |
| Made good the venue?           | <input type="checkbox"/> |
| Reflected on the process?      | <input type="checkbox"/> |