

Exhibit Checklist Dates = time advance to start before the exhibit

Dates	Job	Volunteer
3 months out	Chairperson	
3 months out	Volunteers	
3 months out	Prospectus – write	
3 months out	Invitation to artists (attach prospectus)	
3 months out	- Create	
10 weeks out	- Send	
1 month out	- Remind	
3 months out	Design & blurb for promotion	
3 months out	Images of work for promo (if needed)	
3 months out	Postcards design	
10 weeks out	Postcard send to print	
6 weeks out	Postcard distribute	
2 months out	Flyers & Posters - design & print	
2 weeks out	Distribute - Flyers / Posters	
1 month out	Advertizing – online	
3 months or more	Paid advertizing – many times quarterly publications	
One month out	- Send Eblast invites	
2 weeks out	- Reminder	
3 days before	- Last reminder	
1 week out	Receive artwork	
3 days out	Hang Show	
3 days out	Price List	
3 days out	Numbering of Work	
1 week out	SQUARE set up for sales – review of steps	
1 month out	Reception Coordinator	
1 mo. & Day of	Reception setup /clean up	
1 mo. & Day of	Find Photographer	
3 weeks out	Gallery sitting schedule	
ASAP after end	Pick up of Artwork	