

EXHIBITION CHECKLIST



There's a lot of moving parts when it comes to a virtual art exhibition. Use this checklist to make sure all of the important details are covered before you exhibit your artwork online.

✓	BEFORE THE EXHIBITION:
	WORK WITH EXHIBITION SPONSOR TO GET QUESTIONS ANSWERED
	REVIEW CONTRACT
	ENTER EXHIBITION, CONTENT, AND PROMOTION DATES INTO YOUR ARTWORK ARCHIVE SCHEDULE
	ENTER CONTACT INFORMATION OF EXHIBITION CONTACT INTO ARTWORK ARCHIVE
	UPDATE YOUR ARTIST STATEMENT, BIO, CV, AND PRICING
	UPDATE YOUR ART INVENTORY
	ENSURE THAT DIGITAL PHOTOS OF YOUR WORK ARE OF THE HIGHEST QUALITY
	UPDATE YOUR WEB PRESENCE (INCLUDING YOUR ARTIST WEBSITE, SOCIAL MEDIA, AND ARTWORK ARCHIVE PUBLIC PAGE)
	SEND ALL NECESSARY CONTENT TO THE VENUE (ARTIST STATEMENT, BIO, CV, PHOTOS, PRICING, ETC.)
	SEND EMAIL ANNOUNCEMENTS
	PROMOTE ONLINE (SOCIAL MEDIA, NEWSLETTER, ARTWORK ARCHIVE'S NEWS PAGE, ETC.)
	CREATE A CONSIGNMENT OR INVENTORY SHEET IN ARTWORK ARCHIVE
	PRACTICE TALKING ABOUT YOURSELF AND YOUR ARTWORK FOR LIVE VIDEOS



AFTER THE EXHIBITION:

ADD NEW CONTACTS TO NEWSLETTER LIST

SEND THANK YOU NOTES

REGISTER ART SALES IN ARTWORK ARCHIVE

GENERATE INVOICES IN ARTWORK ARCHIVE, IF NECESSARY

RECORD NEW COLLECTORS IN ARTWORK ARCHIVE

REGISTER NEW LOCATIONS OF ARTWORK IN ARTWORK ARCHIVE

OTHER: