

OMA ART SHOW PREPARATION - CHECK LIST

TASKS	DONE?
1. Reserve space for art show	
2. Order refreshments	
3. Order flowers	
4. Tables and table skirts	
5. Room set up (map of tables and seating)	
6. Corsages and boutonnieres for artists	
7. Create a press release and send to local channels	
8. Invite the press	
9. Select art for invitations	
10. Print and mail invitations	
11. Select artwork	
12. Frame artwork	
13. Select photographs	
14. Frame photographs, include hanging hardware	
15. Select quotations from artists and volunteers	
16. Enlarge, print, and laminate selected quotations	
17. Decide program and print if using program	
18. Assign tasks to volunteers during art show	
19. Labels for artwork (Avery 5663 or 8663)	
20. Labels for photographs (Avery 5663 or 8663)	
21. Nametags for artists	
22. Nametags for volunteers	
23. Print certificates for artists	
24. Gift of artwork for families (unselected pieces): Mat front piece and place all in a clear bag	
25. Gift of artwork or cards for volunteers	
26. Gift for donor and gift card for artists to sign	
27. Easels (if displaying on tables)	
28. Print exhibition evaluations	
29. Three jars of pens to fill out auction forms, evaluations and raffle tickets	
30. Frame raffle prizes (2) for completing evaluations	
31. Frame raffle prizes (3) for fundraiser	
32. Raffle tickets	
33. Labeled paper sacks for raffle tickets	
34. Guest/registration book	
35. Cards for sale: original art cards	
36. Cards for sale: photographed art cards	
37. Signs: card sales, family gift art pick-up, raffles (for completing evaluation and for fundraiser),	
38. Create auction registration sheet	
39. Create auction bidding forms	
40. Create auction instruction poster	
41. Clipboards for auction registration	
42. OMA brochures	
43. OMA newsletters for distribution	
44. Business cards	
45. Reserve projector and screen for DVD loop	
46. Creating photo montage	
47. Reserve music background: Live or recorded	
48. Returning last show's artwork	
49. Auction numbers (2 sets) with (Avery 5663 or 8663)	