

# 5 STEPS TO EXHIBITING

## Internal Exhibition Process

|   |   |  |                      |
|---|---|--|----------------------|
| 1 | <b>Meet &amp; Greet</b>                 | Session in which the artist and curator learn about each other's interests and goals. <ul style="list-style-type: none"><li>- Defining success</li><li>- Noting possible partnerships</li></ul>  | In-person or Virtual |
| 2 | <b>The Decision: Invitation/Decline</b> | The curator works with the artist to determine when and where to show (declines may be offered other spaces to exhibition on/off site). <ul style="list-style-type: none"><li>- Scheduling &amp; exhibition overview</li><li>- Excel worksheet listing annual exhibits</li></ul>   | Virtual              |
| 3 | <b>Pre-Exhibition Logistics</b>         | Various communications are sent to determine time onsite (install, reception, striking). In addition, the details are captured about the exhibition to launch the creation of marketing materials (3 links). <ul style="list-style-type: none"><li>- Developing Audience Engagement</li><li>- Airtable Links, MOU, W-9, Event Wks.</li></ul> | Virtual              |
| 4 | <b>Exhibition &amp; Sales</b>           | Artist's work is open to the public. Staff focus on sales and patron services. Artist(s) continue to invite visitors to the gallery. <ul style="list-style-type: none"><li>- Volunteers are given gallery notes</li><li>- Installation, guestbook, vinyl, and signage and reception (optional)</li></ul>                                     | Onsite Gallery       |
| 5 | <b>Post Exhibition</b>                  | The artwork is removed from the gallery and collected by the artist. Final paperwork is completed and shared. <ul style="list-style-type: none"><li>- Inventory of work leaving the site</li><li>- Sales to the PCA accountant</li><li>- Thank you notes and copies of guestbook</li></ul>   | In-person/Handouts   |

## Additional information



The visual arts committee assists with special exhibitions (1-2/year) that may require additional funding (grant/sponsor/in-kind), including but not limited to juried shows, community partnerships and special calls for art.