

AvalonCAN

CREATIVE ARTS NETWORK



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May Art Exhibition (MAE)

organisational
timeline

on initial decision:

- purpose & type of show?
 - who runs it?
 - estimate size
 - meet with owners of show space
 - estimate budget
 - decide financial arrangements
 - create mailing-list(s)
 - set rules & policies
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6 months before show:

- check show space
 - create room layout
 - set panel & table limits
 - refine budget; set fees
 - set show hours & schedule
 - design & print forms; rules; sheets
 - set up registration system
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4-6 months before show:

- make initial contact with artists
 - send out rules & reservation form by surface mail-shot; list; website
 - reply to requests for info
 - confirm any reservations
 - send out control sheets
 - write out procedures
 - prepare computer / software
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2-4 months before show:

- get commitment from volunteers
 - fix time/space for sales/office area
 - arrange transport to & from show
 - space, lighting, power, storage?
 - design / order awards
 - recruit stewards & judges
 - replace / repair panels & fixtures
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one month before show:

- check supply of forms; reprint?
 - re-confirm all volunteers & judges
 - check hooks; clips; hanging kit
 - arrange petty cash supplies; phone
 - arrange cash management
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two weeks before show:

- assign display space
 - check reception supplies; re-stock
 - pick up awards
 - confirm transport & delivery of work
 - ensure volunteers there for hanging
 - book Treasurer for post-show cheques
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one week before show:

- collect all posted-in artwork
- enter all info onto forms / sheets
- double-check all previous check-lists



day after hand-in:

**contact artists whose work has not
arrived**



[Preview day:]

[arrive early – set out info]

[judging for awards]

[announce awards]

[put out press releases]



day before show:

- move hanging fixtures and low-value items to show site
 - start set-up where possible



first day of show (a)

- arrive early; get set-up crew started
 - : check room set-up;
 - : lay out room;
 - : start erecting panels;
 - : set up office & storage area;
 - : check lighting; signs; panel labels;
 - : hang all artwork
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first day of show (b)

open show to public

[start security before opening]

- open show
 - expect rush of sales; reservations
 - cash management
 - reception (expect overload at start)
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second day of show

- artwork pick-up after close
 - artist check-out
 - pack up mail-in pieces
 - dismantle panels, lighting, office
 - keep all (payment) records together
 - ready kit for return to storage
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day after show:

- reconcile books
- calculate insurance costs
 - return mail-in art
 - return kit to storage



week after the show:

- write cheques with Treasurer
 - make copies of control sheets
 - address envelopes, post cheques
 - write & send post-show letter
 - post-mortem
 - deal with abandoned art
 - post-show accounting
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