

# Art Exhibition Checklist

## PREPARATION

- Art fits the exhibition theme.
- Art meets size & weight requirements. Please note, size limit includes frame.
- Art is photographed properly - well lit, accurate representation of art with minimal background (if 3D) and no frame (if 2D).
- Art is appropriately priced to sell.

## SUBMISSION

- Spellcheck titles and artist statements.
- Images meet digital file format - JPEG/JPG only. Please change HEIC files to JPEG. Files are named with artist name and artwork title.
- Submit before the deadline. Your submission confirmation will prompt you to pay entry fee.
- Check on acceptance on notification date. Notifications will be posted on our website the morning of notification day.

## EXHIBITION

- Art is properly finished and ready to hang and sell. Unframed art has finished edges, clean lines and no visible staples. Framed art is secure with no visible fasteners/sticky tape.
- Drop Off Day - art is ready to hang - wire should be tight and near the top 1/3 of the frame. Artist name and title on back.
- Attend art opening and any related exhibition events.
- Promote your work and exhibition on social media. Remember to tag us @artvabeach. We love to see your work!
- Pick Up Day: Collect artwork on scheduled day.

