



Checklist (How-to Guide) for Gateway Gallery Show Artists/Coordinators

Pre-Show

1. Check the Gallery schedule on GCC website [HERE](#) and choose an available month for your show or one you wish to coordinate. Get approval from GCC Board member liaison.
2. If you are coordinator for a collaborative show, **recruit artists to participate** according to the chosen theme. This can be done with hard copy flyers posted around town and/or posted on social media... but the best way is by reaching out personally and spreading the word to people you think might be interested in participating.
3. Review application form [HERE](#) for art shows in the Gateway Gallery.
4. Work with Board liaison or Gallery Committee for creating the flyer for the show.
5. Set a date for putting up the show, in coordination with when the prior show is taken down.
6. If a collaborative show, send email reminders to the artists to announce the date and time for dropping off artwork.

Setting up the Show

7. If a collaborative show, have all participating artists read and sign the application (most likely at the set-up when everyone shows up to drop off artwork).
8. Make sure all understand the requirement for a Gustavus business license if they plan to sell art through this venue. Make sure all understand that GCC gets 20% commission on each sale.
9. Submit the signed application form to the GCC Operations Manager, along with **\$20 fee**.
10. Place art on the walls and/or countertops. This activity can be loads of fun as you mix and match to balance colors and sizes/shapes of pieces. Give yourself time to ponder.
11. Get information from each artist that will go on the labels: name of piece, name of artist, medium, price if for sale.
12. Print labels, affix near each artwork with blue tape.
13. Work with GCC Operations Manager to post artwork for sale on the Gateway Gallery webpage.

Opening Reception

14. Determine ahead of time who in the group will bring snacks and who will bring drinks.
15. Arrange for unlocking/locking of the main doors with Operations Manager or GCC board member.
16. Turn on/off exterior lights (winter/fall). This switch is in the laundry room to the left of the door when you walk in.
17. Turn on center overhead light and track lighting. These switches are next to the doors by the coat hooks. Make sure the track lighting is adjusted all the way up, rather than dimmed.
18. There is a small white folding table available to set up for food and drinks, or alternatively 2 small brown tables. Please clean after use and return to where they were previously.
19. There are tablecloths available in the storage cabinet next to the restrooms. Please launder if necessary after use.
20. Glassware is available for drinks, and mugs for coffee. Arrange for someone to load used glasses and cups in the dishwasher after the reception, & start the washer OR wash by hand. Make sure someone has been briefed on how to do this!
21. Recycling and trash should be properly discarded in the Main Hall. If there is a significant amount, please take directly to the DRC. Compost bucket can be found in the kitchen.
22. Consider taking time during the reception to have each artist say something about their work.
23. Enjoy the company of our friends and neighbors and fellow artists!!

Taking Down the Show

24. Set a date for taking down the show, in coordination with when the next show will be set up.
25. Send email reminders to the group to announce the date and time for picking up artwork.
26. Meet with the group to clear all the artwork away, and bask in a job well done!

