

# COMMUNITY SHOW CHECKLIST

Show Dates

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Show Location

## Community Show Prep To-Do

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- Find out if the venue takes a commission
- Start a social media campaign at least a week before the show date (this just means to post daily the week-of, and before the week-of be sure to post on a regular basis about it)
- Email your newsletter subscribers that you're having a show with the when and where
- Invite your friends and family to the show/reception
- Prepare your work for hanging (put on hanging hardware, prepare a price list)
- Sign up for a seller's permit
- Make sure your Venmo/Paypal/Square is ready to go
- Create posters to put up around town promoting the show a month beforehand (bonus: create postcards to put up at the venue)
- Business cards are nice to have but not necessary at all - try to get folks to follow you then and there or sign up for your email list

## Show Set Up/Reception List

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- Merch for Reception (clear any merch first with the venue), packaged and priced
- Signage on how to get paid/how to purchase
- Guestbook to collect emails
- Labels or Pricelist for artwork
- Work ready to hang or display (find out how the location would like you to hang the work first)

# Notes

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