



Show Entry Checklist

Name Phone #
Show Months Date

A. Artwork Presentation:

1. Damage (frame or art) Yes / No
If yes, please describe
 2. Clean and dust free (includes glass & frame)
 3. Wire positioned correctly

B. New Art Inventory Pages:

1. New art inventory sheet completed (reverse side)
 2. Art label(s) completed and attached to art

C. Previous Art Inventory:

1. Sign out previous art on previous inventory sheet (in notebook)
 2. Don't forget to take previous art with you when you leave.

D. Docent Sign Up Completed:

- Dates:

Other:
(\$ donation, committee work, etc.)

E. Fees

1. Entry fee paid (Invoice #) (\$10/month)
 2. Membership dues current Yes / No

Intake Volunteer Signature: _____

Member Artist Signature: _____