



Bridgton Art Guild — Gallery 302
New Artist Checklist

Artist Name: _____

Board Member: _____

The board member assigned to assist the new artist should schedule a time to meet the new artist at the gallery.

- _____ 1. Collect Fees: Bridgton Art Guild Membership and Exhibiting Fees
- _____ 2. Gallery Attendant Time: Explain contract periods and sitting times. Two training sessions must be scheduled. Show artists the schedule and have them sign up at this time.
- _____ 3. Turnaround Day: Using the "Exhibiting Artist Planning Calendar," review the dates of shows, events and receptions and give them a copy of the calendar.
- _____ 4. Hang Wall Art/3D Setup: Demonstrate the use of the drill (doing it at a downward angle) and the filler for wall art. If framing/matting needs to be improved, make the necessary suggestions about the importance of good framing and mats. 3D artists need to know about their exhibiting options (pedestals, tables, etc.).
- _____ 5. Call or e-mail Nancy Smoak and let her know the name of the new artist.
- _____ 6. Get new artist's e-mail address and contact Eve Abreu to put the new artist on the list serve.