

## **ARTIST/EXHIBITOR TRAVELING EXHIBITION CHECKLIST**

Please review the following to be completed before delivery to the first venue:

Upon receipt of **Artist/Exhibitor Contract**, verify information, sign and return to NDAGA with completed W-9 form. All Contracts, W-9, Condition Report Book, and Artist Materials **MUST** be completed in order for you to receive any payments or reimbursements!

### **Digital Materials — Provide 3 Months Prior to Start of Tour:**

Artist statement and biography.

Current chronology/resume.

High quality digital images of each work in the exhibition for reproduction if not included in proposal. Images should be a minimum of 1800 pixels on the long side. Label image files: inventory#-lastname-title of work.jpg.

Promotional materials developed by Artist/Exhibitor. \*

Interpretive text or exhibition statement, if any, developed by Artist/Exhibitor. \*

Object Labels developed by Artist/Exhibitor. \*

**\* REMINDER - Printed texts must be minimum 16 point type to meet accessibility standards. NDAGA will provide templates for object labels, postcard, and poster if requested.**

### **Completed Condition Report Book Including:**

Contact information for Artist/Exhibitor on cover page.

Touring schedule (provided by NDAGA).

Inventory list including Fair Market Value or NFS and Insurance Value.

Originating condition report form for each artwork **WITH CONDITION RECORDED BY ARTIST.**

Packing instructions and/or any artwork handling instructions.

### **If Shipping, Professional Crating/Packing Including:**

Contact NDAGA if interested in using provided crates, or for Crating Guidelines.

Making sure each item has specific crate and crate location.

Clearly identify and label each crated item to correspond with inventory.

Packing instructions on inside lid of each crate.

Use bolts, not screws on lids, and handles on heavy crates (50+ lbs.)

### **If Self-Delivering:**

Artwork must be soft-packed at minimum: review Soft-Packing Guidelines.

Clearly identify and label each artwork and its packing materials to correspond with inventory.

### **Final Checklist — 1 Month Prior to Start of Tour:**

Ensure all digital materials are updated and submitted.

Completed condition report book **MUST** be emailed to NDAGA prior to printing and start of tour!

Review and confirm exhibition dates & contact information for each tour location:

NDAGA does not schedule self-delivery drop-off, pickup or reception/event dates.