

CLOSING REPORT AND EXHIBITION EVALUATION

r. 10/23

Please complete this report at exhibition closing and share images of the exhibition and events along with digital press. Return the closing report forms and media files via email or Cloud file transfer. **This information assists with improving NDAGA exhibits and for grants!**

Host Gallery/Museum: _____

Title of Exhibition: _____ Dates Exhibited: _____

Checklist: Completed Condition Report forms Final rental fee paid
 Transportation scheduled Press materials Images of exhibition

Was there was any damage or issue with artwork condition? YES NO

Has it been properly noted and reported? YES NOT YET – Do so prior to shipping!

How many sales were made? _____

Have they been properly noted and reported? YES NOT YET – Do so prior to shipping!

Attendance (estimates are acceptable): _____ Actual number of Youth/Children benefiting

_____ Actual Number of Artists participating _____ Actual number of Individuals benefiting

Please answer the next set of questions by using the number that best describes your opinion about the quality of this exhibition. 1 excellent; 2 good; 3 average; 4 fair; 5 poor.

_____ Artistic quality of the art or objects _____ Presentation & condition

_____ Education or interpretive materials _____ Crating or packing materials

_____ Exhibition press materials

What were the strengths and weaknesses of the exhibition? What was done well? Any problems?

Please list avenues of marketing and include digital samples (poster, postcard, articles, etc.):

Did the artist attend the reception, do a demonstration, visit a classroom, etc.? Briefly describe & send photos if available.

Please share any visitor comments that may be reprinted: