

## **Artist Inventory and New Work Check-in Policy** **Updated 10-24-2019**

### **Artist Inventory Form:**

**Complete a new the Art Center Inventory form each year** for the Art Center inventory book. Remove all old inventory sheets at the end of each year. The artist may complete a computerized form but it must be in the same format as the Art Center form, making sure your **name and artist number is at the bottom of the page**. Annotate the date art is delivered to the Art Center. The Inventory Form must be co-signed by a gallery staffer for work turned in or removed from the Art Center. Art improperly inventoried and/or identified will not be exhibited.

**Inventory Number:** (Sample) **63-01** (Artist I.D. Number + Art I.D. Number)

The Inventory Number is a combination of the Artist I.D. number and the Art I.D. number determined by the artist. Write in the title, medium, and retail price.

**Art Inventory Sticker:** *Sample Inventory Sticker* **63-01 \$565**

The Inventory Sticker--approximately 1/2" square--is to show the Inventory Number and retail price and at the time of sale is removed and attached to the sales invoice.

The Inventory Sticker is to be placed on the back in an upper corner or tied to the art. For hanging and "bin work", the sticker is placed on the back in an upper corner.

**Inventory Sale Sticker:** *Sample Inventory SALE Sticker* **I-63-01 \$565**

When labeling work for the annual inventory sale, **place and "I" before your artist number to identify the piece as a sale item.** (The "I" must come before the artist number to allow for sorting in the accounting program and to make sure you receive the correct percentage payment for sale items.)

### **Art Exhibit Identification Form – two ply form - White and Yellow**

This form is self-explanatory. Press hard, print clearly, and be accurate and complete. From this form the title card is printed.

Attach the **yellow copy** of the completed form **to front of the art**. Slip between glass and the frame or tape to the back in the lower right hand corner so the yellow copy can be seen from the front of the art.

**Clip your white ID forms together in numerical order and place in the blue folder.**

### **Exhibit Check-in procedures – must enter work on Artist Check-in Clipboard**

When bringing in new work for a show, add your name to the **Artist Check-in Sheet** located on a clipboard hanging on the wall next to the blue folder for the white ID forms.

- List your name
- Number of new art pieces delivered
- Indicate where the exhibit committee may find your new work (in your bin, in the gallery, in the classroom, someone else's bin).
- Indicate work now on the walls that you want removed from the walls and returned to your bins.

The artist is responsible for rotating work on a regular basis so each exhibit looks new and fresh. **If new work is not presented after two shows, your work may not be hung in the next show.** The **Artist Check-in sheet** is used by the exhibit committee to pull work from your to hang the show. If your work is not listed on the Artist Check-in sheet, your work will not be hung.