

DISCOVERY CONVERSATION CHECKLIST



ARTOMÉ COORDINATOR NAME: _____

SHOW INFORMATION

ART SHOW DATE: _____ HOW MANY STUDENTS WILL BE INVOLVED: _____
SHOW START TIME: _____ SHOW END TIME: _____
ARTOMÉ SET-UP TIME: _____ ARTOMÉ BREAKDOWN TIME: _____
SHOW LOCATION: _____ MANAGER VACATES THE SCHOOL BY: _____
SHOW MANAGER ENTRY POINT: _____ BUS/CARPOOL DISMISSAL: _____

- FACULTY TO STAY UNTIL TRUCK IS LOADED AFTER ART SHOW
- ENOUGH VOLUNTEERS
- REPRODUCTION INFORMATION
- SHOW ENTRANCE/EXIT CHECK POINTS
- ACTIVE "SQUARE" FOR CARD PAYMENTS
- PREPARED BANNERS, DECORATIONS, ACTIVITIES OR OTHER EVENTS DURING SHOW
- EXTRA CASH

PRESHOW INFORMATION

HOW MANY STUDENTS : _____ DATE NEED ARTOMÉ PAPER: _____
DATE TO SEND PROJECTS TO ARTOMÉ: _____ DATE ARTOMÉ RETURNS EVERYTHING: _____
LAST DAY OF SCHOOL/NO SCHOOL DATES: _____

- GALLERY TAGS FILLED OUT
- ALL** STUDENT INFORMATION FILLED OUT ON ARTOMÉ PAPER
- ARTWORK ARRANGED IN DISPLAY ORDER
- BOX TO SHIP ARTWORK

MARKETING MATERIAL INFORMATION

FRAME PRICE: _____ FORM OF PAYMENT: CASH CHECK (made out to whom) CARD
POST SHOW PRICE: _____ POST SHOW END DATE: _____
DATE TO START SENDING HOME/OUT MARKETING MATERIALS: _____

- ENOUGH ART SHOW STICKERS
- ADDITIONAL INFORMATION ON FLYERS _____

ADDITIONAL NOTES:

- PRINCIPAL FRAMES
- TAX EXEMPTION FORM
- DISTRICT REQUIREMENTS / VENDOR AGREEMENTS
- HELPFUL HINTS TO MAKE ART SHOW A SUCCESS!!!
- NAME AND EMAIL OF WHOEVER WILL PAY INVOICES
