

Exhibition Preparation Checklist

A practical checklist for preparing accepted work for an exhibition. Works with digital records, a spreadsheet or paper notes.

Exhibition details

Exhibition title: _____

Venue: _____

Exhibition dates: _____

Organiser contact: _____

Delivery deadline: _____

Publicity / image deadline: _____

Opening / private view: _____

Collection date: _____

1. Requirements and records

- ☐ Accepted artwork list confirmed in writing with the organiser
- ☐ Organiser requirements and dates collected into a single document
- ☐ One working list created for the exhibition and shared with the organiser if required
- ☐ Title, medium, dimensions and price checked for every accepted work
- ☐ Exhibition-specific titles, prices and statuses recorded separately from permanent records
- ☐ Artwork records complete, with inventory numbers and current availability
- ☐ Hanging and framing requirements read and met (fixings, glazing, weight)
- ☐ Certificates of authenticity prepared where appropriate, ready to issue at sale
- ☐ Exhibition prices, commission and VAT position confirmed with the organiser
- ☐ Condition photographs taken of front, back, frame and any existing marks
- ☐ Insurance responsibility confirmed in writing for each leg of the journey

2. Materials and publicity

- ☐ Identification labels prepared for the reverse of each work, two copies
- ☐ Hanging tags prepared to travel with each work, two copies
- ☐ Wall label information supplied in the organiser's format, minimal or narrative as agreed
- ☐ Display sheets prepared for the desk, where the venue wants them
- ☐ QR images prepared for works, where the venue allows them
- ☐ Exhibition inventory produced to support the delivery paperwork
- ☐ Complete set of printed materials filed for the show

2. Materials and publicity continued

- ☐ High-resolution images and social crops supplied, correctly named
- ☐ Artist biography and statement supplied at the requested length
- ☐ Permission, image credit and copyright line supplied with the images
- ☐ Exhibition poster saved whole and uncropped, with a written description
- ☐ Landscape image chosen for any exhibition page header and link previews
- ☐ Exhibition page visibility set deliberately — public or unlisted by direct link; an unlisted link is not private
- ☐ Genuinely private presentations kept outside exhibition history

3. Delivery and display

- ☐ Each work checked in good light: surface dry, frame and glazing clean
- ☐ Hanging hardware fitted securely to the height the organiser specified
- ☐ Packing prepared with corner protection, padding and a rigid outer
- ☐ Packaging labelled with your name, contact details, title and inventory number
- ☐ Delivery note listing the contents placed inside the packaging
- ☐ Delivery date, address and cut-off time confirmed
- ☐ Enough packing material kept or returned for the journey home
- ☐ Handover receipt or signed delivery note kept
- ☐ Website and availability status updated when the show opens
- ☐ Enquiries and sale status tracked during the exhibition

4. After the show

- ☐ Work inspected against the condition photographs before signing for its return
- ☐ Any damage reported immediately and recorded against the work
- ☐ Final outcome for every work reconciled with your permanent records
- ☐ Sale details recorded: date, price, commission and agreed buyer details
- ☐ Certificate signed, dated and supplied where ownership has transferred
- ☐ Exhibition added to each work's exhibition history
- ☐ Exhibition added to your artist CV, with matching title, venue and dates
- ☐ Follow-up sent to anyone who showed genuine interest
- ☐ Correspondence, receipts, price list and insurance confirmation filed together

Venue-specific requirements

Anything this venue asks for that is not covered above — fixings, label templates, delivery access, storage.

Final check: outstanding actions

Action · Who is responsible · Due date

Where Vault Canvas can help: an exhibition can be set up as a single working list, and the labels, hanging tags, display sheets, QR images and exhibition inventory are produced from it, so every document carries the same details. The checklist above works just as well on paper.