



### Checklist for Exhibiting Artists

Thank you, thank you for adding your art to this show! We are so fortunate to have so many talented artists in our community working together to make these exhibitions possible. Here's a handy list to help you keep track of your responsibilities for this show:

- Completely fill in the drop-off form, if you haven't already done so, and make sure you keep a copy for yourself.
- Sign up to sit in the gallery sometime during the show (*please review the Gallery Sitters' Guide for important current information*).
- Sign up to bring refreshments to the opening reception.
- Make sure you have a current biography sheet for the gallery book, and please ensure your bio contains appropriate current contact information for interested buyers.
- If you are closing the gallery, make sure all the lights are off, including upstairs, and the door is securely locked.

Thanks so much for your contribution to and participation in the Kittery Art Association gallery exhibits!



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