



## New Artist Instructions

- ~ It's recommended that Artists visit The Old Gallery and observe labeling and display conventions to obtain a visual understanding of how The Old Gallery is set-up.
- ~ It's recommended that Artists visit [www.theoldgallery.org](http://www.theoldgallery.org) (tab: Art Gallery / TOGA Artists) to see examples of Artist Biography's required for The Old Gallery Website.
- ~ Dependent on how many "Item Numbers" the Artist will need – will determine the time when Artists can deliver and check-in their artwork. Note, one item number can be assigned to a product type (i.e. cards, coaster, matted prints) "PROVIDING" all pieces within the product type share the same retail value (aka "Batch" items).
  - ~ 12 or less item numbers can be scheduled 72-hours in advance, for delivery and check-in during normal business hours.
  - ~ More than 12 items numbers must be scheduled for before or after normal business hours; before 9:30 a.m. or after 4:30 p.m.

The following checklist includes the items required to successfully integrate both Artist and Artist's Artwork into The Old Gallery and are due at the time of check-in.

### Checklist

- Artist Consignment Agreement (print and sign 2 copies; 1 Gallery Copy, 1 Artist Copy)
- W9 form completed / signed (can be found at <https://www.irs.gov/forms-pubs/about-form-w-9>)
- Complete contact info form for The Old Gallery's database: [ARTIST CONTACT FORM](#) (this will also ensure that your proper information is in the Point of Sale System!)
- Bio or Artist Resume for The Old Gallery Website. Note: This should be written in 3<sup>rd</sup> person
- Artist "Profile" image for The Old Gallery Website.
- Product Images; 2 – 3 images of sample Artwork.
- Art Donation (minimum \$50.00 retail for annual fund raiser)
- Inventory Sheet – Completed (except for item numbers which will be assigned when you deliver your art)  
Your encouraged to make two copies: 1 = Gallery Copy, 1 Artist Copy
- Artist Cards (Business Cards) if available
- Labels – Each piece of Art must be labeled upon delivery (see below examples)

<p style="text-align: center;"><b>Label Product – Sample "Small" Label</b> (Jewelry, Cards, Coasters, Small 3D Art)</p> <p>Minimally – Must Include price and room for Item number to be added (handwritten) at time of Check-in.</p>	<p style="text-align: center;"><b>Sample Wall Art Label</b></p> <p style="text-align: center;">Template Available in Document Library Business Card Size – Uses Avery 5160 or 8160 Labels Wall Art Requires 2 Labels (1 = back of Art and 1 = Affixed Next to Art on the Wall)</p>
<p># _____                      \$    Price</p>	<p>THE OLD GALLERY Allenspark, COLORADO <b>"Title of Art Piece"</b> By: Artists First and Last Name <i>www.Artist Website</i> Item # (Left Blank)              \$ Price</p>