



# Limestone College

## ART DEPARTMENT

### Exhibition Check List for Activity Grant and Scholarship Recipients

*PLEASE CHECK WHICH ITEMS YOU CAN HELP WITH*

#### **PUBLICITY/GRAPHICS**

Create Postcard to be proofed via Approval Committee:

Create Poster to be proofed via Approval Committee:

Get posters stamped by SGA:

Hang posters around campus and town:

Send poster design to digital signage:

Send information to campus calendar:

Contact Eric Lawson for publicity:

Create brochure to inform viewers of the exhibit works'

ARTIST NAME

TITLE

MEDIA

Back cover of brochure includes contact information for the Art Department and a brief calendar of events to cross-promote the other areas of the Arts upcoming events.

#### **INSTALLATION**

Schedule Hang/Strike times with library:

Hang work:

Label works with stickers:

Clean glass:

Organize Podiums:

Repaint podiums if necessary:

#### **RECEPTION**

Help set up food and tables:

Collect participation names for other classes:

Act as docent to tell other students, faculty, staff to sign our guest book:

Monitor Trash and spills:

Clean up post event including washing punch bowl and organizing leftovers:

**GALLERY MONITOR:** Monitor gallery space and act as welcoming docent

#### **STRIKE**

Assist in taking down exhibit and cleaning room to prepare for the next exhibit