



## Art Exhibit Protocol Artist and Spirit Room Initial Meeting

Artists Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (Cell/Home/Work): \_\_\_\_\_

Email: \_\_\_\_\_

Best contact information: \_\_\_\_\_

Title of Exhibit: \_\_\_\_\_

Medium(s): \_\_\_\_\_

Number of pieces: \_\_\_\_\_

Gallery: \_\_\_\_\_

Opening and closing dates: \_\_\_\_\_

Reception date and time: \_\_\_\_\_ Installation and take-down dates: \_\_\_\_\_

Date for receiving exhibit title, biography, artist portrait/photograph and artist statement: \_\_\_\_\_

**Food and beverages** for reception: Spirit Room provides fruit, cakes, punch and coffee (may vary)

Artist providing: YES NO Student Exhibition: YES NO

If yes, what will the artist be providing: \_\_\_\_\_

**E-Permit and Server:** (Evening only)

\_\_\_\_\_

**Music (optional):** Will the artist provide music? YES NO

If yes, what format and style? \_\_\_\_\_

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Notes: \_\_\_\_\_

**Media Info** for Spirit Room (where the artist is from and where they currently reside)

- Bio, artist portrait/photo and artist statement;
- 3 visual images with titles
- Website address: \_\_\_\_\_

Postcard/Posters design: ARTIST SPIRIT ROOM

If postcard/poster is created for what space and what artist: GALLERY I GALLERY II

Artist: \_\_\_\_\_

Number of Postcards/Posters the Artist would like: \_\_\_\_\_

*Revised as of September 14, 2016*