

Gallery Artwork Intake Checklist

1. Artwork Preparation – Status Ready to Sell

- **Clean & finish:** Ensure all pieces are dust-free, varnished (if applicable), and fully dry.
- **Framing & hanging:** Use gallery-ready frames, wires, or hanging hardware.
- **Prints, Cards, Paper Art:** Use protective sleeves for paper items displayed in bulk, ie. print bins, card racks, etc.
- **Labeling:** Attach discreet labels with your name, title, medium, and price.
- **Mobile purchasing sign** ready to display with your artwork

2. Documentation

- **Inventory sheet:** List each piece with title, dimensions, medium, and retail price. Include artist contact information on document.
- **Artist bio & statement:** Provide a short, engaging write-up for display or marketing.
- **Certificates of authenticity** (optional but professional for originals).

3. Pricing & Agreements

- **Confirm 30% rate** of price is donated to EAD and set payment schedule with the gallery.
- **Set retail prices** that align with your market and the gallery's clientele.
- **Sign 70/30 agreement** and keep a copy for your records. Artist retains 70% of price, EAD is donated 30% of price.
- **Mobile Payment Sales Tax:** Artists are responsible for paying their own sales tax from direct mobile payments.
- **EAD POS Payment Sales Tax:** City/County/State taxes will be collected on artwork sales made through the Estes Art District point of sale. Scheduled government tax payment is quarterly.
- **Link Request for direct payments:** if a purchase is made through the EAD point of sale, we will set up a direct deposit link to your bank account to transfer the 70% price payment.

4. Delivery & Setup

- **Transport safely:** Use padding, boxes, or blankets to prevent damage.
- **Arrive on time** for your scheduled drop-off or installation slot.
- **Assist with display:** Artist may provide risers and display racks if needed. (label with artist name)

5. Marketing & Volunteer Support

- Provide **high-resolution images** for the gallery's website and social media.
- Share events, pop up exhibitions, and special guest info on your own channels.
- Sign up for your **Volunteer time or Live Studio time**.

6. Follow-Up

- Check in periodically for sales updates.
- Rotate or refresh work as needed. Provide updated inventory list for added or removed artwork.
- Keep records of what's sold and what's returned.

Artist Agreement: _____ Date: _____