

New to the curating game? Check out our cheat sheet below!

Curating a show in your space can be a scary but exciting experience if you've never done it before. Work with your artist(s) to determine the who/what/where/when of the installation process. Be sure to refer to your Hosting Agreement for questions about who's taking care of what details!

You likely won't need all of these items, but if you're looking to rent or purchase any of them, refer to our list of Venue Resources to find local businesses providing a discount to ArtPrize Artists and Venues.

Here are a few supplies you may need through the installation and de-installation processes:

#### Installing the work

- Ladder
- Prep table
- Hammer
- Drill
- Screws
- Measuring tape
- Level (laser is preferred)
- Chalk
- Don't forget a camera to document the work in your space!

#### Displaying the work

- Picture hangers (with varied weight options)
- Wire
- Museum putty *Pro Tip: Think about how people will be interacting with the work in your space. Museum putty is a great way to secure objects to surfaces to avoid accidents.*
- Pedestals
- Moveable walls
- Lighting
- Labels *Pro Tip: All venues will be provided with official ArtPrize labels for all of the work in their space. Need more? Be sure to use the official template.*

#### De-installation

- Spackle/wall patching materials
- Paint that matches your walls
- Brushes
- Rollers
- Tape
- Trays
- Drop cloth
- Floor cleaning supplies
- Windex

Hosting an opening reception for your ArtPrize exhibition? Here are a few things you'll need to promote your business as well as your artist.

#### Promoting your show

- Show cards/postcards *Pro Tip: Check out our list of venue resources for print shops offering discounts to ArtPrize Artists and Venues*
- Flyers / Digital flyers
- Business Cards
- Sign in sheet/Mailing list for the next show
- Press Release *Pro Tip: Check out all of the great resources available online if you've never drafted a PR before. Remember, you can't use the ArtPrize logo in your marketing, but definitely be sure to include your Official Venue Seal!*

#### Selling your artists' work?

- Square Credit Card Reader (find them at [www.squareup.com](http://www.squareup.com))
- Pricing List *Pro Tip: Work with your artist to determine what this process will look like. Make sure terms of sales and commission rates are outlined in your Hosting Agreement to alleviate any stress and confusion!*

#### Super important reception supplies

- Food
- Wine
- Friends *Pro Tip: Word of mouth can be the most effective marketing strategy. Get your friends to spread the word and invite folks along!*
- Help
- Smiling Faces 😊