

Color & Light Art Show

Show Chairperson – Day-of Event Checklist

1. Arrival & Initial Setup

- Arrive early at the venue
 - Meet with venue representative and confirm access to space
 - Review event layout and site map if applicable
 - Confirm setup areas for:
 - Art display panels / walls
 - Pedestals for 3D work
 - Demo or activity space
 - Checkout/payment area
 - Artist check-in area
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2. Event Setup

- Direct volunteers to begin setup
- Set up:
 - Panels or display walls
 - Lighting
 - Pedestals
 - Tables and chairs
 - Signage and directional signs
 - Checkout/payment station

- Demo stations if included

Confirm supplies are in place (labels, tape, tools, etc.)

3. Artist Check-In

- Check in each artist as they arrive
 - Collect artwork and label envelopes with the artist's name
 - Provide artwork and labels to the hanging team
 - Confirm each artist understands their display location
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4. Artwork Installation

- Ensure artwork is hung or placed according to the show layout
 - Confirm labels are placed correctly
 - Double-check that all participating artists are represented
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5. Sales & Payment Setup

- Confirm artwork master list is available for reference
 - Test the payment system (Square or other)
 - Confirm checkout team understands the sales process
 - Verify wrapping / pickup area is ready
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6. Before Opening

- Walk through the entire space to confirm:
 - Artwork placement
 - Labels visible
 - Checkout area functioning
 - Demo space ready

- Confirm volunteer shifts are covered
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7. During the Event

- Monitor event flow and assist volunteers as needed
 - Ensure sales are processed smoothly
 - Coordinate any demonstrations or activities
 - Take photos and video of the event for marketing
 - Check in periodically with artists and venue staff
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8. Toward Event Closing

- Announce or confirm event closing time with volunteers
 - Prepare wrapping and pickup area for sold artwork
 - Confirm final sales are processed
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9. Teardown

- Show Chairperson assist and work with volunteers to:
 - Remove artwork
 - Take down panels, signage, and displays
 - Remove lighting
 - Pack supplies and equipment
 - Return items to storage

- Ensure artwork is returned safely to artists
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10. Before Leaving the Venue

- Confirm all equipment and supplies are accounted for
- Ensure the venue space is left clean
- Thank the venue representative and ask for feedback