

David George's advice re Exhibitions

- It's all in the details
- Check that the space is suitable – is there already a hanging space, if not, can photographs be hung on chains from beams for example. If there isn't a hanging space can portable screens be used etc
- Create a Timeline – start backwards
- Allocate and list tasks so that each person knows what they're doing. No second chances if tasks not met.
- Have a kitty – co-ordinator to be in charge
- The curator/team – their word is God!
- Publicity and press pack needs to be sent out 4 weeks before the Exhibition date
- Think about information to give on artists – CVs, context.
- Re hanging: foam-board warps after a couple of weeks. Map pins are more professional to use than bulldog clips. Get a mat cutter (?). Frames can be bought from Ikea, say, and spray-painted. If mirror plates are used frames can be flat against the wall.
- Will you offer other activities – meet the artist, something educational
- Publicity – flyers, local radio, local Colleges. Have an angle – sell it! Find out the people you need to be in touch with
- You need three people for invigilation at any one time – meet and greet; to be generally around and to make tea etc.
- There needs to be a list of invigilators in the gallery, with telephone numbers so that the co-ordinators can contact as necessary
- Don't have a free bar!
- Post-Exhibition: leave the space in as good a space as you found it. People remove their own work but everyone helps each other