

”Pre-show” planning tips and requests:

1. Plan to meet me at Zumi's at (by) 4pm on the designated Sunday, *with a helper*. Note that ZUMI'S closes at 4pm Sundays, so be prompt, but expect actual work on exhibit to begin immediately *after* closing time.
2. If you want to get a coffee or other drink, please arrive by 3:30 to ensure you can get a drink before we close without delaying our staff's closing routine and our hanging process. Thanks!
3. It is best if you have a pretty clear idea of your layout ahead of time (approx 13' W x 3+ H)
So far, artists have found it helpful to sketch out the layout to scale and bring that along – This also makes the hanging process MUCH more efficient!
4. The higher the hooks are on the back of your frames the better. Please add new hooks or adjust them *prior to coming* to hang.
5. Plan on about two hours to hang everything up, assuming you have done #2 & 3 above.
6. It is required that you provide your contact information if your work is going to be for sale. Price listing is up to you. We can post prices on the bulletin board instead of with your artist's statement so it's accessible but not imposing.
7. We have found that customers always want to know about the artist as soon as a new exhibit is put up, so we encourage you to write up an **artist's bio/statement** and bring it printed out on 8&1/2x11" paper. Bring three copies and I will provide the frames for this to hang below one of the sconces as well as near the espresso bar. (If you are uncertain about what to write, I can share with you what other artists have done for ideas).
-- Also along this vein, some artists have provided a "guestbook" – this might be a good idea for your own benefit – we just keep it at the back of the café on a table and people can give you their comments/feedback!
8. If you are doing an openhouse or reception and have postcards/fliers/invites, bring those along.

The things we'll need:

strong fishing line/leed line (I have 80 lb leed line and do not recommend using anything that can hold less than 50 lbs, and leed line is better than fishing line b/c it has less "give").

masking or artists tape

wall tack

level

paper towel

windex

measuring tape

-- I generally provide some or all of these, but feel free to bring any extra line, tape, or tack you may have around.

And finally - Please let me know if you have any questions! I am learning a lot month to month and am happy to help in any way I can! I prefer you ask rather than come unprepared! I welcome ALL questions and feedback!