

Gallery Exhibition Consignment Checklist

Consignor Information

Name

Contact

Address

Exhibition Details

Gallery Name

Exhibition Title

Start Date

End Date

Artwork Inventory

Artwork Title	Medium	Dimensions	Year	Insurance Value	Price	Notes

Checklist

- ☐ Consignment Agreement Signed
- ☐ Artwork Condition Report
- ☐ Images of Each Work
- ☐ Artist Bio/CV Provided
- ☐ Price List Finalized
- ☐ Delivery/Shipping Arranged
- ☐ Installation Instructions
- ☐ Insurance Coverage Secured

- ☐ Labels/Wall Text Prepared

Notes