

Application and Intake Checklist Page 1 of 2

Use this checklist to guide you in the process of applying for the 2021 Holiday Show and to help you prepare for intake.

Timeline	Description	For Juried Work on ArtCall (painting, photography, sculpture, etc.)	For Non-Juried Work "Giftables" (prints, ornaments, cards, etc.)
Prior to 10/21/21	Artwork is finished and signed, Paintings are dry to the touch/cured	<input type="checkbox"/>	
Prior to 10/21/21	Photograph your artwork Artwork only, no frame or background *	<input type="checkbox"/>	
Prior to 10/21/21	Submit your application on ArtCall https://allsmalls.artcall.org/ *	<input type="checkbox"/>	
Prior to 10/21/21	Submit your printed application which can be found on the Home Page of our website or picked up in the Gallery *		<input type="checkbox"/>
Prior to 10/29/21	Review our Gallery Standards, found on the Home Page of our website, and ensure you are following standards	<input type="checkbox"/>	<input type="checkbox"/>
Prior to 10/29/21	Prepare work for hanging - properly frame if applicable, wire (apex min. 1" below top of frame)	<input type="checkbox"/>	
Prior to 10/29/21	Prepare unframed work for hanging - Gallery wrap, canvas is 1" minimum, wire (apex min. 1" below top of frame)	<input type="checkbox"/>	
Between 10/22/21 - 10/29/21	Check for email to schedule your intake time on Picktime and follow instructions to make intake appointment	<input type="checkbox"/>	<input type="checkbox"/>
Between 10/22/21 - 10/29/21	Label back of artwork (or bottom) with Artist Name, Title, Price, and Medium *	<input type="checkbox"/>	
Between 10/22/21 - 10/29/21	Label all pieces (on side or bottom) with White Avery Sticker 5/8"x1/2" with Artist Code, inventory number, and price*	<input type="checkbox"/>	<input type="checkbox"/>

Continues to Second Page

Application and Intake Checklist Page 2 of 2

Timeline	Description	For Juried Work on ArtCall (painting, photography, sculpture, etc.)	For Non-Juried Work "Giftables" (prints, ornaments, cards, etc.)
Prior to 10/29/21	Earrings hung on a card no smaller than 1" x 1.5" and labeled individually		<input type="checkbox"/>
Prior to 10/29/21	Necklaces, bracelets, sets, ornaments, etc. must have a hang tag, no smaller than 1" x 1.5", attached to each piece		<input type="checkbox"/>
Prior to 10/29/21	All Prints and Greeting Cards must be in plastic sleeves		<input type="checkbox"/>
Prior to 10/29/21	The underneath of works such as stoneware, clay, or porcelain must be smooth and have protective pads so as to not scratch surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
On Scheduled Intake Day	Bring Gallery-ready work to the Gallery at the time of your scheduled intake	<input type="checkbox"/>	<input type="checkbox"/>
On Scheduled Intake Day	Check In in Main Gallery and remove any protective materials used for artwork transportation	<input type="checkbox"/>	<input type="checkbox"/>
On Scheduled Intake Day	Follow Intake process with help from volunteers and staff (15-30 mins)	<input type="checkbox"/>	<input type="checkbox"/>
On Scheduled Intake Day	Sign up for one of our Volunteer Committees or roles OR make a non-volunteering donation	<input type="checkbox"/>	<input type="checkbox"/>
On Scheduled Intake Day	Bring all work to back classroom with the help of volunteers/staff	<input type="checkbox"/>	<input type="checkbox"/>
On Scheduled Intake Day	Pick-up AND sign-out any work from previous show	<input type="checkbox"/>	<input type="checkbox"/>

**Please contact the Gallery at (928) 445-2510 or
gallery@mountainartistsguild.org with questions**