

Van Stuart & Scott
ARTIST CHECKLIST

The gallery needs the following information for our file drawers as well as for two notebooks.

The press notebook will contain a copy of your resume, past exhibition announcements, past exhibition catalogues, previous press articles, and press releases written about you and your work.

The master notebook will contain a set of master slides/transparencies, both past and present. Sold works should be marked accordingly.

For our files, which remain private, we need a list of collectors, as well as anyone who has expressed interest in your work.

We are currently missing the following:

- ☒ Resume
- ☒ Recent press releases
- ☐ Recent press articles
- ☒ Past show announcements
- ☒ Past exhibition catalogues
- ☒ Slides and transparencies of early work
- ☒ Slides and transparencies of recent work

If you have any questions, or if we have sent this form to you in error we apologize. If not please take a few moments to compile the above information.

Thank You.

[Signature]