

Exhibition Planning Checklist

Artsoz.com.au - general information template. This document may not suit your circumstances. Always check official requirements and seek professional advice where needed.

Item	Notes / completed
Purpose defined	
Venue confirmed	
Dates confirmed	
Artwork list created	
Labels prepared	
Insurance checked	
Install plan prepared	
Promotion scheduled	

Important: Information and templates provided by Artsoz may be incomplete, outdated or unsuitable. Verify all deadlines, fees, terms and requirements with the official source.