



NAWA

National Association of Women Artists, Inc.

Empowering Women Artists Since 1889

GALLERY/EXHIBITION SPACE QUESTIONNAIRE

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Name of Venue: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Cell #: _____

1. Will the exhibition be curated by NAWA or Gallery/Venue? _____
2. Are there any restrictions? Theme? Subject matter? Nudes? etc. _____
3. What is the number of pieces of artwork able to be exhibited in the _____ gallery/exhibition space? _____
Minimum size _____ Maximum size? _____
4. Will sculpture be accepted? ___ Free Standing? ___ Wall Hung? ___
Minimum size _____ Maximum size? _____
5. Are pedestals provided? _____
If so what are the pedestal sizes? _____
6. What kind of publicity will the gallery/venue provide? _____
Web? ___ Newspapers? ___ Print Publications? ___ Press Release ___
7. Will the Gallery/Venue use publicity materials provided by NAWA or produce its own? _____
8. Will NAWA members be able to ship work directly to the gallery/exhibition space? _____
9. Can wrapping and shipping materials and boxes be stored at the gallery/exhibition space? _____
10. Is there security/insurance at the gallery/exhibition space for exhibited works? _____
11. Does the Gallery take a commission on sales. NAWA's normal commission is 70% artist and 30% NAWA. _____
12. What are the proposed dates of the exhibition? _____
13. What date(s) should the artwork arrive on site? _____
14. What date(s) would the artwork be uninstalled and removed from the _____ gallery/exhibition space? _____
15. Is there a fee for the use of the space? _____
If so, what is the proposed fee? _____
16. Who will install the exhibition? _____
17. What is the proposed date and time for the Reception? _____
18. Who will be responsible for Reception beverages and food? _____
19. Does the Gallery want a Certificate of Insurance? _____

_____ Date _____

Gallery Curator