

# The Arts

## *Photography Exhibition*

This can be a great opportunity for members of the community to convey how Australia Day is significant to them. You could keep a broad theme of Australia Day or select a certain angle e.g. great Australian landscapes.

### **Budgeting**

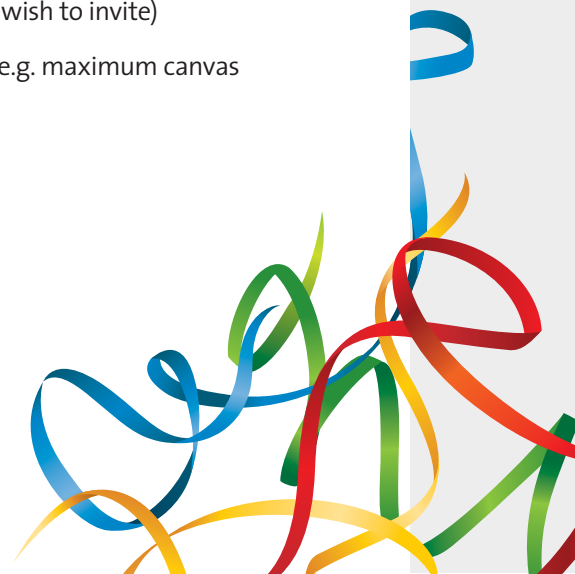
- Define a budget including venue hire, opening event, and communication material.
- Consider if seeking sponsorship is appropriate for this event
- Grant applications could be possible to assist artist in printing their work
- Local skills in the community could be harnessed (e.g. local wood working group, local artists group)

### **Sourcing a venue**

- Ensure there is enough hanging spaces and ample lighting
- Check what options are available to hang the frames
- Check when the space is open to the public so that people can visit
- Confirm how much set up and pack down time you are allowed
- Check that alcohol and food are permitted on the facility if you have drinks and snack at the opening
- Keep in mind it will need to have a convenient access and adequate parking space or transportation

### **Marketing**

- Spread the word, email/tweet/text and Facebook
- Consider have a “launch night” (create a list of VIPs you may wish to invite)
- Communicate any specific requirements to the participants e.g. maximum canvas size/weight



## Logistics

- Ensure the deadline for submissions gives you plenty of time to work on the curation of the space
- Get a floor plan from the venue to mark out where the art will go
- Installation – decide if this will be down in house or outsources
- Consider ticketing (even if it is free most spaces have a maximum capacity)
- May need IT support (e.g. digitalising images, posting material onto web for storage and for display)
- Set yourself a time line to ensure you are on track

## Other notes:

Prepare labels or small signs to go with art including:

- The title of the photo
- The name of the maker
- The year the image was made
- Brief description of work (optional)

