Phoenix Art Show – Artist Instructions: *(please return when finished)*

Control Sheet:

Phoenix Art Show Control Sheet

Artist #____D____ Page ____E____ Of_____

Name: A

Location #____F____

Address: B

Media Photography? Yes No G

Professional Status? Semi Pro Amateur H

Phone # C

Room # if staying in Hotel: ____I____

No.	In	Out	Title of Piece	Direct	Min.	Aft. Auc	$ Sold	Buyer -#
J	K		L	M	N	O	P	Q

Print Shop Control Sheet:

P No.	in	out	Title of Piece / Package	Copies	Price	# Sold	# Ret.	$ Sold	Buyer #'s
R				S	T	U	V		

Control Sheet:

A. Your Proper Name, This is who the check will be made out to

B. Your real address, this is where the check will be mailed to

C. A phone number where we can reach you if your check gets returned to us

D. Assigned by the art show staff

E. For multiple control sheets

F. The Letter and Number on the upper corner of your physical panel or table e.g. A1, T1 etc

G. Can press take pictures of your artwork?

H. **Semi** = 50% of income is garnered by your artwork, **Pro** = Over 50% of your income is garnered by your artwork, **Amateur** = less than 50% of your income is garnered by your artwork

I. So we can contact you at the hotel

J. First Digit(s) is your artist number followed by the number of the piece e.g.. Artist 1's first piece is 101, and artists 10s first piece is 1001.

K. For show staff: checking in and out your work from the show

L. Title of your piece (should also be on the label on the back of your piece)

M. What you would sell your piece for if someone wanted to buy it right now.

N. The least amount you'd be willing to let your piece go for

O. What your work will sell for on Sunday if no one buys it or wins it at auction

P. For Staff: what your piece sold for

Q. For Staff: who it sold to

Print Shop:

R. Your print shop artist number is your artist number with a P in front. For example: Artist 1 is print shop artist P1, so pieces are P101

S. How many of the item you have

T. Price of each of that item

U. For Staff: How many of that item you've sold (usually counted in hash marks)

V. For Show Staff: How many of that item was returned to you.

Bidder Sheets:

A. Piece Number (as determined by your control sheet: e.g. 101)

B. Your Name

C. Piece Name

D. What was used to make the piece i.e. Computer, Airbrush, Color Pencil

E. If this is a print run what print number is this out of the run.

F. Is this an original or a print?

G. What is your professional status?

H. The least amount you would let it go for.

I. What you would sell it for straight out.

J. What it will sell for on Sunday if it was not bought or won in the days before.