

Gallery One

New Changes in Inventory Schedule

Gallery One e-mail address:
gallery1@gpmuseum.com

April 1, 2011

Dear Gallery One Artist,

As you know Sue Jordan is leaving us as Inventory Manager and starting this month Christy Johnson will be processing the inventory information in the data base for us. Christy works full time and will not be available to input on the data base in-between our "Check-in" times or be as flexible as Sue has been.

Because of these changes and time-limitations we started to look at how we can improve our processing system. This past month we have researched other galleries similar to ours to understand what they do, and brainstorm what will actually work for all of us. We were surprised to find that some galleries only do inventory processing only every three months. That of course would not work for us, because changing and adding inventory favour sales like any retail business does.

The good news is that we have figured out a way that you can bring your art in every month to coincide with First Fridays. We have found that most artists would like to be able to bring in new work or change out their work the week of First Friday. So you will now be able to do just that. We are sending you a copy of the April calendar to look at the month and schedule yourself. We will try this new system for the next three months and see how it goes. I think you will find these changes will give you a better planning experience and help you too.

1. *Inventory Calendar:*

On the calendar, you will find it color coded so you will know how to schedule your time for deadlines. See example below.

2. *E-mail or drop off Inventory Lists:*

The **green coded** areas on the calendar gives you lots of time to get your inventory lists to Cindy. Each inventory list from you needs to have all the information filled out correctly or it will delay your request. We will provide a list for you to fill out at the gallery and online at the gallery website to print out or e-mail back to us.

3. *Last day for inventory lists:* The **(Red coded)** Thursday deadline on the calendar is 4pm. Sorry, but inventory lists submitted after that time will not be processed, and held over for the next time. We will not be able to make exceptions.

4. *Check-In of art work:*

The **blue coded areas** on the calendar are the day & time you can bring in your artwork or change your artwork out. The hours for these Mondays/Tuesdays are from 11-4pm, (you must have already submitted your inventory list the week prior or you will not be able to bring in or exchange your work and will be asked to come back the next time after submitting your inventory list.) Because of the lack of storage space, please do not leave any artwork in the gallery that has not been checked-in.

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- a) **All Artists:** Please bring your work to the front counter on Check-In Mondays/Tuesdays (see calendar) to get "Checked-In." At this time you will be given your pre-made tags and your artwork will be checked with your inventory list. We don't anticipate a long wait while checking in and will expedite this process as quickly as possible. Please do not place anything in the gallery until you have checked in.
 - b) **Gift Shop Artists/cards:** After checking in, you will place your tag on your items and leave your work in a designated area so it can later be put out in the display areas.
 - c) **Wall Artists:** After completion of Check in and tagging your art, you may hang your pieces and add work to the bins if you have prints.
 - d) If you can not deliver your work as outlined on the calendar, please ask a friend/relative to do so for you.
5. **Sales Person on Duty:**
If you are on duty as sales person, please do not bring any artwork to the gallery or change out or add to your area during your shift. It will not be able to get processed in the data-base which means no records for sales or commissions, and ends up not on record as existing in the gallery. That is kind of scary! *Because of the lack of storage space, please do not leave any artwork in the gallery.*
6. **Featured Artist:**
You will comply with the set schedule as outlined also. Ask Cindy.
7. **Art Sales:**
If you sell work in-between the check-in schedule, let Cindy know when you are planning on bringing the replacement in. Make sure you have the new work on an inventory list.

This is the color code for scheduling the calendar. We will e-mail or mail you a copy of each month's calendar so you can plan your month. There will also be a calendar that you can print or look at on the Gallery One website (<http://www.gpmuseum.com/GalleryOne/>) go to the button on the left that says "For GO Artists", and it will be hanging in the Gallery by the bulletin board. See the attached calendar for April. Because of trying to make sure each of you have an opportunity to bring in work for the First Friday week, we are short this month on the check-in days. Because of different months having more or less days, you will have more check-in days one month or less on some months.

Green= e-mail or drop off your completed NEW/CHANGE inventory lists.

Red= Last Day for accepting Inventory Lists. Deadline 4pm.

Blue= Check-In Day: Check in your work at Gallery One, 11am-4pm. You will have had already submitted your Inventory by 4pm the Thursday before Check-in. Sorry no exceptions. If you can not bring your work in on "Check-In Day," please ask a friend to bring it in for you.

No color= Do nothing for inventory or check-in these days.

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We hope that these new procedures will help expedite how we do things and we will welcome your input in a few months to see how it has worked for you. We appreciate your support in making Gallery One an important and vital gallery in our community.

Sincerely,

Cindy & Chris