



THE HEART GALLERY OF CENTRAL TEXAS

Heart Gallery Checklist

Once an organization agrees to host the Heart Gallery, please obtain the following information.

Name of Organization:

Address of Organization:

City/State/ Zip of Organization:

Contact Person & Phone Number:

Contact Person's Email:

What is the date range they are requesting to have portraits?

Will keep Heart Gallery portraits on an on-going basis? Yes No

How many portraits are requested?

Are they requesting to use a pop-up or easel & portraits? Pop-up Easel & Portraits

If Easels & Portraits, what type of easels? Double (wood) Single (metal)

How many easels?

How many portraits & easel signs?

How many takeaways will be needed?

Heart Gallery Books?

How to Host cards?

PFC brochures?

Who will deliver portraits?

Who will pick up the portraits and what date?

POST EXHIBIT QUESTIONS *(to be completed after exhibit is taken down)*

Was picture of exhibit taken & emailed to Megan? Yes No

Who picked up portraits and what date?

Date thank you note was mailed?