

# HOSTING A PRIVATE EXHIBITION

## Step 1: Plan the Logistics

**Date and Time:** Consider weekends or evenings when more people are likely to attend.

**Space Arrangement:** Decide which areas of your home will be used for displaying artwork. Make sure there is enough space for guests to move around comfortably while viewing artworks.

**Artwork Display:** Discuss with Jane how she would like works displayed. This may include hanging pieces on walls, using easels or creating designated areas for different types of artworks. Jane will provide easels.

## Step 2: Promote the Event

**Invitations:** Jane can create stunning digital and physical invitations for you to get printed and send out.

**Social Media Promotion:** Use social media channels to announce the event. Tag the artist and encourage them to share as well.

**Press Release:** If applicable. Consider sending out a press release to local media outlets or community boards that might be interested in covering local art events.

## Step 3: Prepare for Guests

On the day of the exhibition:

**Set up Refreshments:** Offer light snacks and beverages to create a welcoming atmosphere along with appropriate music. This could include wine, cheese platters and non alcoholic drinks.

Jane will provide all promotional material featuring about her and her work.

## Step 4 Engage your Guests

During the exhibition:

**Artist Interaction:** Encourage guests to interact with the artist. This can lead to meaningful conversations. Jane will do a speech explaining her artworks, technique and creative process.

**Feedback Collection:** Consider having a guest book where attendees can leave comments about their favourite pieces or thoughts on the exhibition.

## Step 5: Follow Up After the Event

**Thank You Cards:** Jane will supply cards.

**Sales Follow-Up:** If any artwork was sold during the exhibition, facilitate communication between buyer and the artist regarding payment and delivery.

By following these steps, you can successfully host a private exhibition showcasing Jane's artwork in your home while creating an enjoyable experience for everyone involved.