

Instructions for Completing the CQAFa Inventory Form

All artists who participate in CQAFa shows must complete an inventory form and submit it electronically.

IMPORTANT: List ALL items you plan to submit, including those you might finish at the last minute. You cannot add items to your inventory after the form has been submitted; however, previously listed items can be crossed off at check-in if work is not complete.

Fill out your name, with your last name first. →

Name the person who will pick up your work when the show ends. →

List pieces in order of priority. Number each entry starting with your artist code followed by a 3-digit inventory number. →

Nature Center Show only: List your Challenge piece first, then Show pieces, and Boutique items last. Keeping Challenge, Show, and Boutique items grouped and in this order helps ensure gallery tags are made for all works that require one.

Provide contact information: address, phone, email. ↓

List your artist code based on your initials. ↓

Provide a description that will help volunteers and staff quickly identify your work. ↑

Indicate if your work is 2-dimensional or 3-dimensional. ↑

List sale price or NFS if work is not for sale. ↑

Nature Center Show only: Mark this column with C for Challenge piece, S for Show pieces, and B for Boutique items. ↑

CQAFa INVENTORY FORM

Artist Name (Last, First): DOE, Jane M. Who will pick up your work? DOE, Jane M.	Address: 22 W. Fiber Ave. Cincinnati, Ohio 45202 Phone: (513) 555-5555 Email: janemdoe56@gmail.com	3 Initial Artist Code: JMD
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Item #	Title of Work	Description (dimensions, color, composition etc.)	2D/ 3D	Challenge/ Show/ Boutique	Price	Sold (Staff use only)	√ OUT
JMD001	Fiber Fantasy	20"x20" blue and green abstract	2D		\$100		
JMD002	Calypso Canyon	24" x 36" vibrant sunset over canyon landscape	2D		NFS		

SHOW: **BARN SHOW 2024**

CONTACT: **NAN HATCH nan.hatch@gmail.com**
TONYA DUNNING tonyadunning65@gmail.com

INVENTORY DUE DATE: **Sunday, May 12 (day BEFORE monthly meeting on May 13)**