



ARTIST CATALOG CHECKLIST

Congratulations on deciding to make a catalog of your artwork! Here's the materials you need to assemble.

1) List of artwork to include in catalog.

Start by making a list of artwork that you want to include in the catalog. If possible, it is better to focus on a series or body of current work. Most catalogs feature 10-20 pieces of art. Remember, the purpose of the catalog is not to be comprehensive but to engage a gallery or client about the work, to pique their interest. Type up your list and include caption information about the artwork (title, dimensions, materials, year created). If you have a preference for the order of images, put your list in that order.

NOTE: We recommend against printing prices in the catalog. Because these may change, it's better to include a price list on a piece of paper inserted along with the catalog.

2) Prepare and send your image files.

Once you know what work you want to focus on, gather image files into a folder.

We accept image files in .jpg/.jpeg, .gif, .tif or .pdf format. Image resolution should be 300dpi or better.

You can use a services like yousendit (www.yousendit.com); Easy File Sharing (www.file-sharing.com); or Dropbox (www.dropbox.com) to send files. Send the files to info@printshopservices.com

3) Prepare and send your text.

Keep text simple. After all, the focus is on the art. Here are some examples of text you could include:

Artist Bio and/or Statement

We recommend against including a CV or resume in the catalog. Because you are constantly adding to your CV, it's better to include this as a separate document so that new exhibitions, awards, grants, etc can be included.

Contact information

It is helpful to include a website link or email address or studio address if it is unlikely to change in the next few years.

Text can be sent via email or included in the folder with your images. We accept text files in Word (.doc or .docx), text (.txt) or OpenOffice (.odt). We do not accept files in most Mac formats (e.g., .pages, .cwk). If you use Office for Macintosh, please save your files in Office for Windows format.

That's it!

We will take it from there. Give us a few days to review your materials. We will get back to you if we have any questions.

**SEND
MATERIALS
TO
info@printshopservices.com**

**If you get stuck,
send us an email.**