

## 3D Change Out Procedures

### 1. Last entry/inventory form

At each Change Out all 3D artists must get their **last entry/inventory form** from the 3D binder which is located in the MPR in the tall beige metal cabinet and check out **all of their items** even if they are planning to leave a few pieces for the new exhibit. That form is then filed back in the 3D binder by the artist as completed and the binder returned to the metal cabinet.

### 2. New entry/inventory form

The artist will complete, sign and date a **new entry/inventory form**. The member handbook contains the entry/inventory forms from which artists may make a copy. The artist will list every item they plan to include in their new display. This includes any items from the last exhibit as well as new items. All items for the new show are to be boxed and labeled with name and placed on a table in the MPR along with the new entry/inventory form.

### 3. Audit

A member of the Exhibit Committee will **audit** the list of items. On the new entry/inventory form the committee member will place a check mark next to each item signifying that they have physically seen that it is there. Additionally, they will write "**all items accounted for**", **date and sign** somewhere on the form.

### 4. Listed, but not there....there, but not listed

If an item is listed, but not there, the artist will be called to let them know and either have them bring the item in or take it off the form. If there are items there but not listed, the committee member will call the artist to get an inventory number and etcetera from the artist and add it to the list.

**A committee member will need this information for the HAA Treasurer. The Treasurer and the artist will now have validation of each item that is determined to be in the Gallery. If there is a question about payment for sold items there is paperwork to validate and/or challenge that it was in the Gallery. The assistant to the Treasurer can now cross reference the Weekly Log/Sales Invoice and Entry/Inventory form.**

**You are encouraged, but not required to purchase insurance on your artwork. HAA does not have insurance on artwork.**