

Artist Admin Checklist

This is a list for any independent artist who wants to get started on putting together their business structure, communications and sharing and keeping track of their work.

Make administrative tasks simpler and less time-consuming. Make applying for grants, programs and residencies easier by planning for success by checking off this list.

Artist Info Sheet		Finances	
<input type="checkbox"/>	Artist statement: Talk about your "Why" Why do you do art, who are your inspirations, motivations, outline your unique journey etc	<input type="checkbox"/>	A list of expenses by month and by year. Equipment, software, transport, training.
<input type="checkbox"/>	Artist CV: Awards, press, publications, grants, projects. Separate by year and month.	<input type="checkbox"/>	A list of future investments ie art ie artist wish list Studio rental , brand development, event, exhibition, materials, tools, software
<input type="checkbox"/>	Artist bio (summary of CV and statement (3 Versions 100 word, 250 words, full bio)	<input type="checkbox"/>	List of artist income by month. Include: date, service, organisation/name of payer, fee
<input type="checkbox"/>	At least 2 good quality headshots. (collab with someone)	<input type="checkbox"/>	Make sure you look at the CARFAC recccomend fee schedule.

Communications		List of Services	
<input type="checkbox"/>	<p>Artist email:</p> <p>Do you have an easy to remember email?</p> <p>Include the way you prefer to be communicated with.</p>	<input type="checkbox"/>	Give a short description of the service, time, demographic, supplies and support needed. (be honest)
<input type="checkbox"/>	Do you have an email signature that includez links to your website and socials ?	<input type="checkbox"/>	Why do you provide this service?
<input type="checkbox"/>	<p>Create 3 key email templates that you can copy paste for ease of use.</p> <ul style="list-style-type: none"> • Sending artist info • Sending your current availability • saying yes to an opportunity • Sending your rates 	<input type="checkbox"/>	Do you have pictures of this service already?
<input type="checkbox"/>	<p>Keep an updated list of any press you're mentioned in.</p> <p>News, articles, blogs, podcasts, radio</p>	<input type="checkbox"/>	Fee for each services (think of your skill level, expenses, experience and time.)

Contracts		Social Media	
<input type="checkbox"/>	Scope of Work: deliverables, responsibilities, deadlines and expectations.	<input type="checkbox"/>	Don you have a clear profile picture?
<input type="checkbox"/>	Compensation: Terms of termination. y either party, payment schedule, non-payment, expenses and reimbursements	<input type="checkbox"/>	Remove inactive followers and unfollow ghost accounts.
<input type="checkbox"/>	Confidentiality: Rights to work and licensing, marketing plan.	<input type="checkbox"/>	Make sure the links in your bio are up to date.
<input type="checkbox"/>	No-response clause: what happens if you receive no response for a certain amount of time?	<input type="checkbox"/>	Post clear images and video (unless blurry is your vibe)
<input type="checkbox"/>	Overtime- over project/extra work: what happens when you're requires do to more work?	<input type="checkbox"/>	Remove completed message from your inbox
<input type="checkbox"/>	Create a basic/standard contract	<input type="checkbox"/>	Make sure your profile is on public and 2-factor authentication is in use.
<input type="checkbox"/>	Keep copies of all agreements you sign in cloud storage/print them and organisae by year and month.	<input type="checkbox"/>	Get familiar with the social media tools- experiment !