

Bring art to your event

A planning guide, event brief, budget worksheet, and draft participation agreement for an exhibition, artist appearance, or art presentation with Jimmy S. Clark Jr.

FROM INQUIRY TO EVENT

- 1. Share the event.** Provide the organization, event purpose, audience, proposed dates, format, venue or platform, and budget range. Select Not yet decided, Virtual, In-person, or Hybrid.
- 2. Confirm the scope.** Discuss whether the request includes displayed artwork, a talk, demonstration, reception, interview, or another activity. Confirm availability before advertising participation.
- 3. Review the proposal.** Agree on fees, travel, artwork transport, insurance, installation, technical support, sales arrangements, and promotion. Costs vary by scope; this packet contains no fixed fees.
- 4. Complete the agreement.** Identify responsibilities, dates, approved artwork, payment milestones, cancellation terms, and recording or image permissions. Both parties sign before commitments are made.
- 5. Prepare and present.** Finalize the artwork inventory and condition records, publicity approval, venue readiness, technical rehearsal, accessibility, and the event schedule.
- 6. Close out.** Document artwork returns and condition, reconcile sales and fees, settle the agreed balance, and retain event and delivery records.

START WITH A COMPLETE BRIEF

Email the completed brief to info@jimmysartwork.com. An inquiry does not reserve a date or authorize promotion. The agreement is a starting draft for legal review and does not establish Jimmy's adopted fees or policies.

Event & organization brief

Complete the relevant items. Do not include payment card, bank account, or attendee personal information.

Organization / Event title / Website

Primary contact / Email / Phone (optional)

Event purpose / Requested artist participation

Format: Not yet decided / Virtual / In-person / Hybrid

Preferred date(s) / Time / Time zone / Alternate dates

Venue address or virtual platform / Expected attendance

Audience / Accessibility / Language or interpretation needs

Exhibition dates / Setup and removal windows / Planning deadline

Budget range / Funding confirmation / Decision maker

Projected cost & responsibilities

Complete a project-specific quote. All amounts, taxes, and totals require manual confirmation. Identify the party responsible for each item.

Quote reference / Date / Currency / Valid through

Artist participation or exhibition fee / Responsible party

Travel / Lodging / Meals / Local transport

Artwork packing / Shipping / Return transport

Transit and exhibition insurance / Valuation basis

Installation / Deinstallation / Equipment / Technical support

Promotion / Other agreed costs / Applicable taxes

PROJECTED TOTAL / Excluded or unconfirmed costs

Initial payment / Due date / Final balance / Due date

Sales: price authority / Commission rate / Tax handling / Remittance deadline

No fee or sales commission is assumed. Record discounts, payment collection, refunds, buyer delivery, and unsold artwork returns in writing. Additional charges require approval before they are incurred.

Draft participation agreement

Artist: Jimmy S. Clark Jr., Jimmy's Art Work. Organizer: the organization identified on page 2. Complete project-specific terms and obtain legal review before signing.

1. SCOPE, DATES, AND FEES

The artist will provide only the activities, artwork, and availability specified in the approved event brief, quote, and attached schedule. The organizer will pay the agreed amounts by the recorded dates. Public announcements require the artist's written confirmation of participation.

2. ARTWORK CUSTODY AND INSURANCE

Before transport, attach an inventory with titles, medium, dimensions, condition photographs, and agreed values. Specify responsibility for packing, custody, transit, venue security, insurance, deductibles, damage reporting, and returns in the special terms. No allocation of loss or damage risk is presumed by this draft.

3. VENUE AND TECHNICAL READINESS

The organizer provides the agreed safe display space, mounting arrangements, staff, access windows, accessibility measures, and technical equipment. For virtual or hybrid events, confirm platform access, audio/video checks, moderation, recording permissions, and a backup plan.

4. SALES AND COPYRIGHT

Artwork sales, commissions, discount approvals, taxes, buyer details, and payment remittance follow the completed sales terms. Exhibition or purchase does not transfer copyright. Promotion, reproduction, live streaming, and recordings require the artist's written permission stating permitted uses, credits, duration, and channels.

5. CANCELLATION AND DISRUPTION

Either party must notify the other promptly of cancellation or disruption. The parties will document services delivered, approved nonrecoverable expenses, amounts paid, and any refund or rescheduling credit under the completed terms and applicable law. This draft sets no automatic penalty or nonrefundable fee.

6. CHANGES AND DISPUTES

Changes require written approval by both parties, including any effect on fees or timing. The parties will first discuss concerns in good faith. Complete any governing law, venue, or mediation provision after legal review; no waiver of statutory rights is intended.

Copyright reference: U.S. Copyright Office, 17 U.S.C. sections 202 and 204.
<https://www.copyright.gov/title17/92chap2.html>

Special terms & event checklist

Complete and sign only after the event scope, quote, and responsibilities are settled. Keep signed copies and attachments for both parties.

Brief / Quote / Schedule / Artwork inventory references and dates

Special terms: custody, insurance, cancellation, image/recording permissions, and governing law

Organizer signature / Printed name and title / Date

Artist signature / Printed name / Date

Typed names are completion fields, not an electronic-signature service or identity verification. Use your chosen signing process after final review.

BEFORE THE EVENT

Confirm final schedule, contacts, quote, and payments; inventory and condition records; insurance and custody terms; venue and mounting approval; shipping and return plans; artist-approved publicity; recording permissions; accessibility and technical rehearsal.

AFTER THE EVENT

Check artwork condition against the inventory; document pickup or return shipment; reconcile sales, commissions, and receipts; settle remaining payments; remove or retain recordings only as authorized; share agreed event photographs and feedback.

Next step: Return the event brief to info@jimmysartwork.com to discuss availability and a personalized proposal. Do not announce a confirmed booking until written acceptance is received.