

## Artist Intake and Tagging Guide

### Overview

#### Artist will:

- Record each item or group of items on Intake Sheet
- Tag each item with artist code/product code and price
- Double check that Intake Sheet and tags match
- Take a photo of the Intake Sheet for your own records
- Place all items in back room on intake shelf
- Place Intake Sheet on intake shelf

Please Note: If there are items found that are not coded correctly or not on Intake Sheet, items will be placed in the back and artist will be notified to come and make corrections. We want to make sure you get your sales money!

#### SIG will:

- Enter codes into the Square POS
- Put Intake Sheet in artist notebook
- Add items to the store

### Types of Tags

- Hanging tags: We do have a basket with a variety of hanging tags. Please take what you need. Bring back what you don't use.
- Sticker tags: Artist is responsible for buying their own sticker tags. A template for sticker tags is available on the website.
- Your own creation: You are welcome to create your own tag. Please bring in a sample and run it by SIG first before you produce a bunch of them.

### Delivering Art

Please bring items already tagged and recorded on Intake Sheet to the shop.

#### Acceptions:

- If an artist is doing a shift, in-between serving customers and other tasks, they may work on prepping items.
- If an artist has an appointment with SIG to evaluate/price items.

### New Art

Adding new/different art: We welcome you to expand your repertoire. Please run new ideas by SIG leadership first. We are careful to protect each artist not have duplicate art in the store. Also, items need to fit into our store style.

## Code For Art Price Tags

Each item has it's own tag/sticker that will include a "Tag Code" which lists:

- Artist Code
- Product Code
- Price

Example:

LV-P810    \$19.95

(Lori Vafiades, print 8 by 10 inches, cost is \$19.95)

**Artist Code:** Each artist has a unique 2-letter code. Artists will receive this at first intake. Usually initials.

**Product Code:** Artists choose their own product codes. 5 or less numbers/letters please.

Each **type** of item has a product code.

This product code has one price.

Please add as few codes as possible.

If there are items that are similar in description and price-use the same code/price.

- For example: medium bowls can have all the same code and price, no matter what color.
- For example; 8 by 10 prints can have all the same code and price, no matter what the subject.

**Price:** If you need help with this one let us know.

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