Artists Helping

Event Inventory[1]

Artist	Title	Medium/Technique	Size (HxWxD)	Retail Value/ Minimum Bid[2]	% Donated to Relief Efforts[3]

[1] Use this inventory to keep track of everything that comes in. You can delete these footnotes and copy the pages to hand out as a list at the door.
[2] You should definitely keep track of the retail value of all items sold, but will need to know a minimum bid if applicable. This is on the agreement you have with the artist.
[3] This is the agreement you make with the artist. Are they donating 100% of sales? 50%?