

## Entering Inventory for Collaboration Items

Collaboration items are items that are made by two or more artists. These require filling out two inventory sheets:

- A “joint” inventory sheet using the regular exhibit sheet. This is found on the LACS website as **Collaboration Inventory Template**.
  - Artist name: should be the list of names, for example “Jane Doe & John Doe” or “John Smith, Jane Doe, & Kelly Jones”. You will need to determine the order of names.
  - Guild category: If all members are from the same guild, then you can use that guild name. Otherwise use “Special”
  - The rest of the fields should be filled out the same as for a regular item (Item Name, Description, Status, Price, Artist Statement, and Ins. Value).
- A “split” inventory sheet which indicates how the sales price is divided among the artists. This is found on the LACS website as **Collaboration Inventory Split Template**. Each artist for each item will be on a separate row. Using the first example above, Jane Doe will be listed on one row with her guild specified, and John Smit will be listed on the subsequent row with his guild specified.
  - Item name: should be the same as on the “joint” sheet, but appended by the letter “A”, “B”, etc. For example if the item name is “Apple of My Eye”, the first row should have an item name of “Apple of My Eye – A” and the second should be “Apple of My Eye – B”.
  - Price: The split rows must add up to the price in the “joint” sheet. Not that the split does not have to be 50/50 – it can be whatever the artists feel is appropriate.

The exhibit inventory rep should accumulate all the information to place on a single sheet of each type:

1. Regular (non-collaboration) exhibit inventory
2. Gallery-to-Go (G2G) inventory
3. “Joint” Collaboration inventory
4. “Split” Collaboration inventory

**And don’t forget to run SpellCheck!**