



Instructions for Filling Display Art Control Sheets

1. Enter the name of the artist. This is what will be displayed on the bid sheets.

Displayed Art Control Sheet							
Artist Name Artist Name		August 24–26, 2018 Science Fiction & Fantasy Convention Albuquerque, New Mexico					
<input type="checkbox"/> Professional <input type="checkbox"/> Amateur <input type="checkbox"/> Youth (K-12)		Page _____					
Item #	Title of Piece	For Sale		Quick Sale		Staff Use Only	
		Yes/No	Minimum Bid	Yes/No	Price	Bidder Number	Sale Price
	Medium:	<input checked="" type="radio"/> Yes		<input checked="" type="radio"/> Yes			
		<input type="radio"/> No		<input type="radio"/> No			
	Medium:	<input checked="" type="radio"/> Yes		<input checked="" type="radio"/> Yes			
		<input type="radio"/> No		<input type="radio"/> No			

2. Enter the page number. The first control sheet should be numbered 1, the second 2, etc.

Displayed Art Control Sheet							
Artist Name Artist Name		August 24–26, 2018 Science Fiction & Fantasy Convention Albuquerque, New Mexico					
<input type="checkbox"/> Professional <input type="checkbox"/> Amateur <input type="checkbox"/> Youth (K-12)		Page 1					
Item #	Title of Piece	For Sale		Quick Sale		Staff Use Only	
		Yes/No	Minimum Bid	Yes/No	Price	Bidder Number	Sale Price
1	Medium:	<input checked="" type="radio"/> Yes		<input checked="" type="radio"/> Yes			
		<input type="radio"/> No		<input type="radio"/> No			
2	Medium:	<input checked="" type="radio"/> Yes		<input checked="" type="radio"/> Yes			
		<input type="radio"/> No		<input type="radio"/> No			

Note that this automatically enters the item numbers for this control sheet.

3. Check the appropriate box for Professional/Amateur/Youth

Displayed Art Control Sheet

Artist Name Artist Name

August 24–26, 2018

BUBONICON 50

Science Fiction & Fantasy Convention
Albuquerque, New Mexico

Page **1**

☐ Professional
 ☒ Amateur
 ☐ Youth (K-12)

Item #	Title of Piece	For Sale		Quick Sale		Staff Use Only	
		Yes/No	Minimum Bid	Yes/No	Price	Bidder Number	Sale Price
1	Medium:	<input checked="" type="radio"/> Yes		<input checked="" type="radio"/> Yes			
		<input type="radio"/> No		<input type="radio"/> No			
2	Medium:	<input checked="" type="radio"/> Yes		<input checked="" type="radio"/> Yes			
		<input type="radio"/> No		<input type="radio"/> No			

In this example the artist is an amateur.

4. Enter the title of the art and the medium used to create it.

Displayed Art Control Sheet

Artist Name Artist Name

August 24–26, 2018

BUBONICON 50

Science Fiction & Fantasy Convention
Albuquerque, New Mexico

Page **1**

☐ Professional
 ☒ Amateur
 ☐ Youth (K-12)

Item #	Title of Piece	For Sale		Quick Sale		Staff Use Only	
		Yes/No	Minimum Bid	Yes/No	Price	Bidder Number	Sale Price
1	Title of the first displayed work of art	<input checked="" type="radio"/> Yes		<input checked="" type="radio"/> Yes			
	Medium: watercolors	<input type="radio"/> No		<input type="radio"/> No			
2	Medium:	<input checked="" type="radio"/> Yes		<input checked="" type="radio"/> Yes			
		<input type="radio"/> No		<input type="radio"/> No			

In this example the art was created using watercolors.


5. Enter the minimum bid and quick sale price. The form defaults to **Yes** for both the for sale and quick sale questions. You may change them if desired.

Displayed Art Control Sheet

Artist Name Artist Name

☐ Professional ☒ Amateur ☐ Youth (K-12)

August 24–26, 2018



Science Fiction & Fantasy Convention
Albuquerque, New Mexico

Page **1**

Item #	Title of Piece	For Sale		Quick Sale		Staff Use Only	
		Yes/No	Minimum Bid	Yes/No	Price	Bidder Number	Sale Price
1	Title of the first displayed work of art	<input checked="" type="radio"/> Yes	\$ 25.00	<input checked="" type="radio"/> Yes	\$ 75.00		
	Medium: watercolors	<input type="radio"/> No		<input type="radio"/> No			
2	Title of the second displayed work of art	<input checked="" type="radio"/> Yes	\$ 25.00	<input type="radio"/> Yes			
	Medium: watercolors	<input type="radio"/> No		<input checked="" type="radio"/> No			
3	Title of the third displayed work of art	<input type="radio"/> Yes		<input type="radio"/> Yes			
	Medium: watercolors	<input checked="" type="radio"/> No		<input checked="" type="radio"/> No			
		<input checked="" type="radio"/> Yes		<input checked="" type="radio"/> Yes			

The example shows item 1 for sale with a minimum bid of \$25 and a quick sale price of \$75; item 2 for sale with a minimum bid of \$25 and not available for quick sale (the block for the quick sale price is grayed out); and item 3 is not for sale (both the block for the minimum bid and the quick sale price are grayed out).

6. Continue entering the data for each piece of art to be displayed in the art show. If you have more than 15 pieces, you will need to begin a second control sheet with page 2.

7. The data is automatically transferred to the bid sheets. Shown below are the bid sheets for the examples in this tutorial.

Bubonicon Bid Sheet
Bidder Registration Required

No.: **1** Artist: **Artist Name**

Title: **Title of the first displayed work of art**

Medium: **watercolors**

☐ Professional ☒ Amateur ☐ Youth (K-12)

Minimum Bid \$ **25.00** Quick Sale \$ **75.00**

Quick Sales must be paid for immediately!

Bidder # (Not your a Badge #)	First Name	Bid
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00

Bubonicon Bid Sheet
Bidder Registration Required

No.: **2** Artist: **Artist Name**

Title: **Title of the second displayed work of art**

Medium: **watercolors**

☐ Professional ☒ Amateur ☐ Youth (K-12)

Minimum Bid \$ **25.00** Quick Sale **N/A**

Quick Sales must be paid for immediately!

Bidder # (Not your a Badge #)	First Name	Bid
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00

Bubonicon Bid Sheet
Bidder Registration Required

No.: **3** Artist: **Artist Name**

Title: **Title of the third displayed work of art**

Medium: **watercolors**

☐ Professional ☒ Amateur ☐ Youth (K-12)

Minimum Bid **NFS** Quick Sale **N/A**

Quick Sales must be paid for immediately!

Bidder # (Not your a Badge #)	First Name	Bid
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00
		\$.00

Note that if the piece is not for sale the minimum bid is marked **NFS** on the bid sheet. Similarly, if the piece is not available for quick sale the quick sale price has **N/A** on the bid sheet.

8. Print the control sheet and the bid sheets. Cut the bid sheets apart and attach them to each piece of art to be displayed.