Instructions for Filling Display Art Control Sheets

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

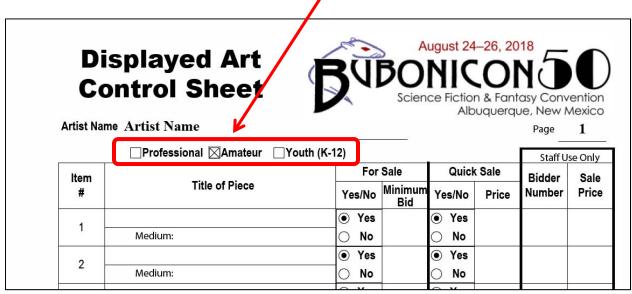
C	isplayed Art ontrol Sheet	BU	BO	ce Fictio	O l	N 5 rasy Conv ue, New M	entior
	□Professional □Amateur □You	th (K-12)		_		Staff U	se Only
Item		For Sale		Quick Sale		Bidder	Sale
#	Title of Piece	Yes/No	Minimum Bid	Yes/No	Price	Number	Price
		Yes		Yes			
	Medium:	○ No		○ No			
		Yes		Yes			
	Medium:	○ No		O No			
			-				

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

Co	splayed Art ntrol Sheet Artist Name	Bu	BO	ce Fictio	n & Fant	,	entio
	☐Professional ☐Amateur ☐Yout	h (K-12)		_	5	Staff U	se Only
Item		Fo	For Sale		Quick Sale		Sale
#	Title of Piece	Yes/No	Minimum Bid	Yes/No	Price	Bidder Number	Pric
4		Yes	ı	Yes			
1	Medium:	○ No		○ No			
-2		O V		Yes			
		Yes		● 163			
2 –	Medium:	● Yes		O No			

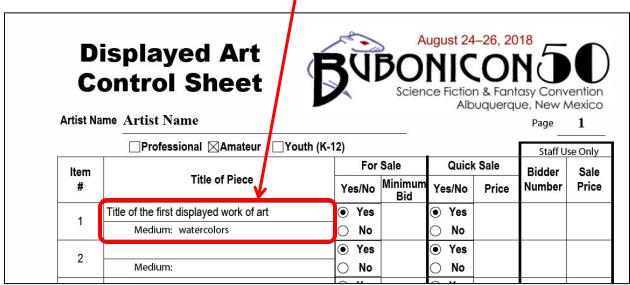
Note that this automatically enters the item numbers for this control sheet.

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



In this example the artist is an amateur.

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



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.

C	isplayed Art ontrol Sheet ame Artist Name		30	BO Scien	ce Fictio	n & Fant	18 asy Conv Je, New N	entio
	☐Professional ⊠Amateur ☐Youth	(K-1	2)				Staff U	se Onl
Item	Title of Piece		For	Sale	Quick Sale		Bidder	Sale
#		7	Yes/No	Minimum Bid	Yes/No	rice //es/No	Number	Price
1	Title of the first displayed work of art		Yes	\$ 25.00	Yes	¢ 75.00		
8	Medium: watercolors	Medium: watercolors No \$ 25.00	\$ 25.00	O No	\$ 75.00			
^	Title of the second displayed work of art		Yes	A 05 00	○ Yes			
2	Medium: watercolors	Т	O No	\$ 25.00	No			
3	Title of the third displayed work of art	T	○ Yes		○ Yes			
	Medium: watercolors	T	No		No			
-			163		© 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 N	ame			
	e of the first di	isplayed			
Medium: Wa					
	d \$ 25.00 Quick	<u> </u>			
Bidder # Not your a Badge #)	First Name	Bid			
		\$.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							
Minimum Bid	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					
·							

Bubonicon Bid Sheet Bidder Registration Required					
No.: 3	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			

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.