

**Telephone Research Worksheet**  
**Galleries, Museums, and Other Venues**

**Date of Contact:** \_\_\_\_\_

**Referred By:** \_\_\_\_\_ **Source:** \_\_\_\_\_

**Name of Venue:** \_\_\_\_\_

**Venue Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

**Director's Name:** \_\_\_\_\_

**Curator's Name:** \_\_\_\_\_

**Hours:** \_\_\_\_\_

**Type of Venue:** Gallery \_\_\_\_\_ Museum \_\_\_\_\_ Co-op \_\_\_\_\_ Other \_\_\_\_\_

**Type of Art Exhibited:** Paintings \_\_\_\_\_ Sculpture \_\_\_\_\_ Mixed Media \_\_\_\_\_  
Other \_\_\_\_\_

**Artists' Exhibited:** Traditional \_\_\_\_\_ Contemporary \_\_\_\_\_  
Local \_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_ International \_\_\_\_\_

**Venue's Focus or Theme:** \_\_\_\_\_

**Spoke With:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Goal of Call:** Piece in Group Show \_\_\_\_\_ Solo Show \_\_\_\_\_ Representation \_\_\_\_\_  
Acquire for Collection \_\_\_\_\_ Other \_\_\_\_\_

**Presentation Policy:** \_\_\_\_\_

**Appointment:** Day \_\_\_\_\_ Time \_\_\_\_\_ AM  
PM