

2019 Alameda Studio Tour Artist Registration Instructions

Registration deadline is May 31, 2019

Tour will be September 7th & 8th from 10 am to 5 pm each day

1. IMPORTANT: Please gather all your information before you fill out the registration form. Some of the information will be published in tour brochure and on the website (see form).

2. Complete the registration form. Save it on your computer, then email it as an attachment to **Ric Speed westwind@swcp.com**.

3. Submit your fee on the Paypal link. The fee for participating is \$150 per artist. If you do not pay using the Paypal link, make your check payable to **7207 Gallery Studio Tour** and mail it to: Alameda Studio Tour c/o Leah Persons, 7207 4th St. NW, Albuquerque, NM 87107

4. Digital images of your art: Email your 4 images and artist statement by May 31st to Ken Duckert kenduckert91@gmail.com Send all as attachments – do not embed them in the email.

- Images should be formatted as jpegs with a resolution of 300 dpi and 750 pixels on the longest side.
- **Title** your images sequentially as follows: first name initial last name web#.jpg (i.e., JSmithweb1.jpg, JSmithweb2.jpg, JSmithweb3.jpg JSmithweb4broch.jpg) .
- **Submit 4 images** for use on your page the website and indicate one of them for use in the brochure (JSmithweb4broch.jpg).

Artist statement: Write your artist statement and save it as a Word doc. It will be on your page on the website. One paragraph – 250 words maximum.

5. YOUR OBLIGATIONS: The tour is a cooperative, all volunteer effort. Artists are **required to attend general meetings and to serve on a tour committee**. You will be notified about meetings by email. Please look at the list (below) and decide how you will help.

2019 Alameda Studio Tour Committee Jobs

Proofreaders – Help designer/brochure coordinator by proofreading the brochure (and other items) before it goes to print, comparing information on the brochure with master list of artists and their details.

Signs (bulk of activity July 15-Sept 3; Sept 15) – attend committee meetings, assist with planning signage needs, ordering decals and/or addition signs, distribute signs to artists, collect signs after tour.

Publicity - complete free listings in various publications and websites on online forms.

Brochure Distribution (bulk of activity Aug 15 – Sept 1) - distribute brochures to artists and numerous commercial locations in the metro area.