



Art Port Townsend

Northwind Arts Alliance

"Connecting the arts and the community"

STUDIO TOUR CHECKLIST

DUE BEFORE OR BY JUNE 15th, 2008

Please return to:

Susan Hazard

Art Port Townsend Studio Tour Chair

60 Vancouver Lane

Port Townsend, WA 98368-9675

1. **Artists** participating in the Studio Tour may or may not be members of the Northwind Arts Alliance. Make separate check(s) payable to the **Northwind Arts Alliance**.

_____ \$35 or more Northwind Arts Alliance donor contribution (for those artists not currently Northwind Arts Alliance Donors*) (**Previously called Members. We are now a donation based non-profit organization.*)

_____ \$60 fee for each member artist participating in the Studio Tour

OR

_____ \$110 fee for non-donor artists participating in the Studio Tour

2. **Information**

Artist Name _____ Medium/Media _____

Studio Name _____ Telephone _____

Website _____ E-mail _____

Mailing Address _____

City _____ State _____ Zip _____

Studio Street Address _____

City _____ Zip _____

Northwind Arts Alliance is a nonprofit organization under Sections 501(c)(3) of the Internal Revenue code. Your donation is tax deductible. Registered Non-profit Organization Number 75892

Please keep a copy of this letter for tax purposes.

2409 Jefferson Street, Port Townsend, Washington 98368 www.northwindarts.org

3. **Demonstration** – Please write a one-paragraph description of what the tour participants can expect to experience when they visit your studio. We would like to emphasize **education**. Artists are encouraged to demonstrate and/or talk about the work and process. For more space, use back of form.

Will art be available for sale at your studio site? Yes _____ No _____

4. **Directions** - Please tell us the best directions to your studio. Indicate any special parking requirements. If you participated in last year's tour, would you like us to use the same directions?
5. **Signage** – Every studio location will be provided one (1) official **Art Port Townsend Studio Tour** sign with your brochure number on the sign, to direct visitors to your studio. If you have difficult directions that would be assisted by directional signage, indicate how many additional (unnumbered) signs you would like to use.
6. **Tour Site Volunteers** – Artists are asked to locate a volunteer to act as welcoming host at your studio site.
7. **Release Forms** – Please sign and return the Privacy Release Form, Copyright Release Form and Visual Image Release forms.
8. **Publicity** – The Studio Tour will be publicized in The Leader and on the web in addition to a variety of regional press releases. Please submit the following for publication in the Art Port Townsend Festival insert:
- _____ An image of your work (.jpg format digital preferred; slide, photograph)
Would you like us to use your image from a previous year? Y / N
- _____ A brief artist statement
Would you like us to use your artist statement from a previous year? Y / N
9. **Poster / Brochure / Web Site** (See Visual Image Form) – Check out www.northwindarts.org and last year's brochure (available at the Northwind Gallery).

- a. Mail completed packet and check(s) to Susan Hazard, 60 Vancouver Lane, Port Townsend, WA 98368-9675
 - b. Additionally, if you have e-mail, please e-mail items no. 3 (demonstration), no. 4 (directions) and no. 8 (artist statement) to:
susan.hazard@cablespeed.com
 - c. Use my information (including directions to the studio from a previous year, if applicable)
 - d. I want to link my website and/or e-mail address
 - e. I do not wish to be on the web site
 - f. Send visual image (**slide or photo ONLY**) to Susan Hazard, 60 Vancouver Lane, Port Townsend, WA 98368-9675
 - g. Send **digital image ONLY** to:
susan.hazard@cablespeed.com
10. Will your studio be open by appointment during the year, in addition to the Studio Tour October 11 & 12, 2008?
11. Would you like to participate in the Studio Tour Exhibit during the October 4th through October 12th, at a designated location in Port Townsend?

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For more information,
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