



fee is considered commitment to participate. Once the artist is notified of acceptance, the fee is non-refundable. Application to the Elmira Open Studio Tour is made through Community Arts of Elmira. Community Arts of Elmira serves as the Tour's fiscal sponsor and can accept tax-deductible donations on behalf of the Tour.

### **Benefits**

- Each artist receives one page on the Tour website that will include a photo of the artist at work, images of artwork, an artist statement, studio location, and a link to the artist's personal website.
- Website posting is accessible to the public for one year.
- Full-color brochures with artist list and map, distributed regionally and mailed. Individual artists will be provided with brochures for their own promotional and mailing purposes.
- Inclusion in all press announcements sent to regional media outlets.

### **Artists' Obligations**

- Tour artists must show an educational component, a demonstration or display and be present in their studio for all the hours of the event.
- Artists must help promote the event by forwarding promotional emails and distributing marketing materials to patrons and friends.
- It is customary to serve light refreshments.
- We suggest artists enlist the assistance of a "helper" to greet guests.

### **Insurance**

*The Elmira Open Studio Tour does not offer insurance for artists or patrons. The Tour advises artists to look into their homeowner insurance policies to determine coverage for any accidental injuries guests might incur on their property during the event.*

### **Application is submitted in two parts:**

Items to deliver or mail by **March 1, 2010**

1. **Application**
2. **Fee**
3. **CD with images and studio portrait**

Items to send in ONE EMAIL by **March 1, 2010**

1. **Image inventory list**
2. **Process Statement**
3. **Artist Statement**

## List of Items to Mail (USPS) by March 1

Mail: **Community Arts of Elmira, Inc.**  
**Attn: Elmira Open Studio Tour**  
**413 Lake Street**  
**Elmira, NY 14901**

1. Completed Application (see below), filled out and signed.
2. Fee - \$100 (make checks payable to “Community Arts of Elmira”)
3. Images on CD –
  - a. Six Images of your art work (created within the past two years)
  - b. One studio portrait. Each artist has a picture of themselves on their web page. See tour website for examples.

Name each art image with your last name and a number.

Example: smith\_1.jpg

Name studio portrait as follows

Example: smith\_portrait.jpg

Images MUST be of the highest quality and clarity. Images should be 300 dpi or better.

## List of Items to E-mail by March 1

E-MAIL to: [communityarts@stny.rr.com](mailto:communityarts@stny.rr.com)

**Send everything in the body of one e-mail (not as an attachment).**

1. Inventory list of the images on CD, including title, media, size date.

Examples:

Smith1.jpg “Red Drawing”, watercolor on paper, 24 x 36 inches, 2009

Smith2.jpg “Still Life- Fruit”, oil on canvas, 8 x 10 inches, 2008

and so on...

2. Brief description of how you will share your artistic process (up to 100 words)
3. Your artist statement (up to 50 words)

Print this page, fill out and sign at bottom



**8<sup>th</sup> Annual Elmira Open Studio Tour**

2010 Application

Event Dates: October 2 & 3, 2010

**Application Deadline: Postmarked by March 1, 2010**

**Name:** \_\_\_\_\_

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

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

**Studio location, if different from above:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

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

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

**Primary art media:** \_\_\_\_\_

Have you participated in the Tour before? \_\_\_\_\_

Is your studio wheelchair accessible? \_\_\_\_\_

Is your studio on a second or lower floor? \_\_\_\_\_

Explain how you access your studio \_\_\_\_\_

\_\_\_\_\_

**Disclaimer**

I hereby permit the Elmira Open Studio Tour and Community Arts of Elmira, Inc. to use the artwork and information I have submitted as promotional material for publicity, news media and for inclusion in their websites. Once accepted for the tour I understand that the \$100 artist fee is non-refundable. I promise to assist in the promotion of the event and to respond to all requests for information from EOST administration.

Artist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* A separate application, including all checklist items, is required for each artist in a shared studio.