

Registration Form 2009

Newton Open Studios
May 16 & 17, 2009
Saturday & Sunday,
11 am to 5 pm



What is Newton Open Studios?

Newton Open Studios is a relaxed and informal two-day community event: Newton artists show and offer their work for sale, and receive feedback from the public. Visitors use our detailed color Map & Guide and our interactive website to plan self-guided tours. Locations include homes, studios and group spaces.

Join us! NOS is a cooperative effort—participating artists work together to make it succeed.

Introductory Meeting, Thurs. Jan. 8

Newton Cultural Center, 225 Nevada St.
Snow Date, 1/13. Find directions and Snow Date info at NewtonOpenStudios.com.

6:45 pm – Info session for new artists

7:45 pm – dessert and coffee: Returning artists – drop by to say hello!

Learn how NOS works and how we promote it. Meet NOS organizers and artists. Jennifer Frankel (owner of the Digilabs) will be on hand to answer questions about preparing digital materials for NOS registration. (The Digilabs offers a discount to NOS artists to photograph their work for NOS registration. Call 617-558-7776 for discount info.)

Registration Fees & Deadlines

Early Registration/WebSite Fee \$145
Deadline: Jan. 23, 2009 (postmarked)

Regular Registration/WebSite Fee \$165
Deadline: Feb 6, 2009 (postmarked)

Registration will be limited to 195 artists on a first-come-first-served basis. A wait-list will be maintained.

Requirements

Artists must live, work, or create art in Newton, or belong to a Newton art organization.

Artists volunteer for at least 4 hours to help NOS happen. We have a wide variety of tasks to fit all schedules.

Artists supply their own displays.

OPEN THE DOOR TO ART

Benefits

- **Show and sell your work** in Newton's largest art event, with thousands of visitors.
- **Your own web page** on NewtonOpenStudios.com that will stay up for one year is included in the registration fee. The web page includes 3 images of your work, your contact information, and artist's statement. Check out NewtonOpenStudios.com
- **A color image and full listing** in our comprehensive Map & Guide - distributed to 35,000 people. We will provide you with Guides to send to your mailing lists.
- **Artist Orientation Meeting and Materials.** In early April: comprehensive information and checklists to help you fine-tune your open studio event.
- **Email "save-the-date" invitation** - to send to your e-mail lists. Also sent to NOS's extensive email list.
- **Flyers and Sandwich Boards** around Newton.
- **Announcements** in the Tab, the Globe on-line, Newton Magazine and other publications
- **The chance to meet & work** with other Newton artists.
- **Group Locations** – facilitated for those who cannot, or prefer not to, exhibit solo. First-come, first-served, but NOS also takes other criteria into consideration.

A good turn-out to YOUR Open Studios space still depends on *you*: sending emails, placing brochures, putting up signs to guide visitors to your location. **The benefit provided by NOS** is the synergy and excitement of a 200 artist citywide event – plus great guidance and promotional materials!

Questions? Contact Marcia Cooper, Artist Liaison: MarciaC@aol.com or 617-964-8567

Registration Materials Check List:

Send by mail:

1. ___ All 3 Pages of the Registration form: This page (signed), Artist Info page, & Volunteer page.
2. ___ Check or money order (Calculate amount below).

Send by email, or save on a CD or DVD and mail in: (CDs and DVDs will not be returned.)

3. ___ **Short description** of your work for the web site: up to 10 words.*
4. ___ **Artist statement** for your web page: up to 300 words.*
*We do not retype information for you. **Please proofread your submissions carefully!**
5. ___ **3 digital images** of your work in **JPEG or TIF format**: No embedded images in emails – attach separate files.
6. ___ **Specify** one of these 3 images for printing in the **Guide**. (add "guide" to its file name – see below.)

Digital Image Requirements:

Name your Image Files as follows: LastName_FirstName_01.jpg , . . . _02.jpg , . . . _guide.jpg (or.TIF)

No image files larger than 2 MB. JPEGs or TIFs only.

Image files must be at least 500 pixels in the larger dimension.

Images with 1200 or more pixels in the larger dimension will be considered for publicity.

Crop Photos of 2-D art so that only the artwork shows (no frames, easels, etc.).

Terms:

1- Cancellations and Refunds: Cancellations must be requested in writing. For a 90% refund, request must be postmarked or emailed by January 18, 2009. For a 50% refund, cancel by February 6. No refunds can be made after February 6 2009. (If you request a group location, & we cannot arrange one, we will return your full registration fee.)

2- Changes: \$25 fee per change to printed guide or web site information after submitting registration materials. No changes will be accepted after February 10.

3- Use of images: I give NOS permission to use images I submit for the NOS website, printed Guide, and publicity.

4- Insurance: As an NOS artist, I am responsible for insurance coverage for property, artwork, visitor injury, liability, etc. I shall indemnify and hold harmless NOS and the owner of the host site (if applicable) for any and all claims of injury or other damage caused to my artwork or to the premises.

5- NOS reserves the right to reject any text or image it deems inappropriate for either the web site or the printed guide.

I have read the information in this form and agree to its terms:

NOS Artist signature and date

Printed Name

Payment:

Early Registration/Website Fee: \$145\$ _____

All registration materials must be postmarked by Friday, **January 23** 2009.

Regular Registration/Website Fee: \$165\$ _____

For registrations postmarked from January 23 to **February 6**, 2009.

Other\$ _____

Donation: I would like to make a tax-deductible donation to help keep Newton Open Studios going.

Donation Amount:\$ _____

Total amount enclosed:\$ _____

Make check or money order payable to:

City of Newton/NOS. *Fee for returned checks: \$30.00.*

MAIL or BRING IN YOUR REGISTRATION TO:

Newton Open Studios (or NOS)
Mayor's Office for Cultural Affairs
225 Nevada Street
Newton, MA 02460

To submit web site text and images by E-mail, rather than on a CD or DVD, send it to: jennifer@theDigilabs.com Remember to send your registration form & check by mail!

Don't forget to fill in the **VOLUNTEER SHEET** on the last page! Your registration will not be complete without it.

Questions? Please contact:

MarciaC@aol.com 617-964-8567

Artist Info

Notes:

Every artist's Map & Guide entry will include: name, phone number, email or web address, a color photo of your work, a description of your art, and your exhibit location number.

If you list a BUSINESS NAME— please note-- only the Business name will appear in our materials.*

1 Name (limit of 35 total characters, including spaces)

Alphabetize this entry under: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2 Phone #: ()

Email and Web Site address will both go on your NOS web page (unless you request otherwise), but only one can fit in the printed guide.

3 Email: _____

We send important updates by email during the NOS planning process. We will assign an "email buddy" if you do not have email.

Artist Web Site Address: _____

Choose ONE: Only one can fit in the printed Map & Guide: web site or email

If you do not live in Newton, write in your connection to Newton here. (Newton Artist Association, JCC, New Art Center, etc.)

4 Artist's Mailing Address:

If not a resident, Newton Connection:

List of media or a short description of your work, like: "Painting, Photography & Masks", or, "Fantasy Landscape"

5 Medium or Description for Map & Guide

Limit of 40 characters including spaces and commas.

This section is only for host or solo artists exhibiting in their own spaces.

6 For Artists exhibiting in their own home or studio, check here and answer all that apply: Studio address if different from mailing address:

If you would like to host an artist or artists who request a space, check box B.

A. I am hosting a pre-arranged group (use back of form to list artists in your group) Group or location Name (35 character limit including spaces):

Alphabetize this name under: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Examples/ideas for group names: house number of location, or a characteristic of the group or location: "Studio 25," or "Sculptors on Lake Street"

B. I have room for more artists at my location. How many? _____

C. My space has Wheelchair access: studio entry at street level, & door at least 36 inches wide.

New Art Center: preference will be given to artists with NAC affiliation (current or former student, faculty, staff, board).

7 For Artists exhibiting in spaces outside their own home or studio:

Rental panels available at: the New Art Center (NAC), Newton Cultural Center (NCC) and other possible large locations currently being researched.

A. I am exhibiting in a pre-arranged group at the studio/home of this NOS artist _____

B. I am exhibiting at this business or organization: _____ Organization's address: _____ phone #: _____

Artists at large group locations (listed at left), will be able to rent display panels. Please check here if you plan to rent panels, or want information on renting. Costs will likely be \$35-\$40.

Item C: If a satisfactory group assignment cannot be facilitated, a full refund will be made.

For artists with NO pre-arranged space

C. Please help me find a group location. Location preferences, NAC affiliation, allergies or other notes:

Please only choose categories which substantially reflect your work.

8 Categories for the web site: Circle all that apply

Abstract	Drawing	Jewelry	Painting (oil or acrylic)	Photography	Wearable Art
Ceramic	Fiber/Textile	Judaica	Pastel	Printmaking	Watercolor
Collage	Furniture	Landscape	Portrait	Sculpture	
Digital	Glass	Mixed Media		Still Life	

*Business-name registrants who also want their given name to appear in the listings, can do so for an extra fee. Call Ellen Fisher at 617-964-1670.

Artist Last Name _____ First Name _____

Please Print

Volunteer Jobs – Newton Open Studios’ Success depends on everyone involved!

Please Number at least 4 of the following jobs in order of preference (1 = most preferred)
Each artist volunteers for approximately 4 hours.

- ___ **Wooden Sandwich Board construction team member**
- ___ **Wooden Sandwich Board construction Team Leader**
- ___ **Sandwich Board placement and collection team**
- ___ **Publicity Team Member**
- ___ **Publicity Team Leader**
- ___ **Marketing Team**
- ___ **Distribution Team** – Deliver Guides to area stores. Or, hand out Map & Guides on street. May.
- ___ **Fundraising Team Leader**
- ___ **Fundraising Team Member**
- ___ **Large group space manager** – Organize the artists who are showing work at a large space.
- ___ **Group placement coordinator** – help artists who require a placement to find a group
- ___ **Proofreader**
- ___ **Bundling Team** – prepare *Map & Guide* bundles for elementary school distribution.
- ___ **Digital photo Team Member** – prep, organize, and upload artists digital photos to website using an easy program
- ___ **Data entry Team** – Type names and addresses, or other information into the computer. This can be done at your own pace, on your computer.
- ___ **Volunteer Coordinator** – contact artists about their volunteer assignments.
- ___ **Office Team Member** – photocopy, fold, staple, etc.
- ___ **Correspondent** – Type, print, mail communications to sponsors, etc.
- ___ **Graphic Design Team Member** – work on graphic design for ads, flyers, posters, etc.
- ___ **Raffle Prize solicitor/ team member**
- ___ **Raffle Manager** – plan logistics of raffle
- ___ **Registration pick-up** – Pick up registrations once or twice a week from NCC, make copies of registration, on NCC machine or your home copier, deliver to registrar.
- ___ **Registration input assistant** – requires excellent self-proofing skills and comfort with database entry.
- ___ **Info table staffer** – Kiddie Fair or Marathon – Hand out brochures and answer questions
- ___ **General Help** – Available on an ad hoc basis
- ___ **WGBH call volunteer** – Answer phones at WGBH for a shift, and NOS is mentioned on air.
- ___ **Organizer for WGBH call volunteers** – Research dates, call volunteers and set up groups.
- ___ **Other** – Suggestions for jobs you think would be helpful. Please describe: _____