

# Joplin Regional Artist Coalition Studio Tour Guidelines

Dates of interest each year:

- July 15: Application and Fees due (fee is \$45 per artist)
- August 1: Photo of donated work, studio space, artwork for publicity due
- First week of October: Studio Tour maps and signature cards available for distribution and sale
- First week of October: Studio Tour yard signs available for participating artists/studios

2022

- October 9, Noon. Mandatory meeting to hand out maps, cards, and signs. Deliver donated work. Location is Empire Market-See Daria Claiborne. This is the only opportunity to ask questions, gather materials, and have details explained.
- November 5, 10am-4pm Tour time
- November 6, Noon-4pm. Tour time
- “Home” studio has been designated as Martin Luther School at 2616 Connecticut, Joplin and donated pieces will be on display at this location
- November 7, 11am to 3pm, return of unsold cards, money for purchased cards, any collected signed cards, and signs to 4<sup>th</sup> Street Bowl. See Daria Claiborne
- November 7, 5pm. Raffle cards will be drawn for each donated work and winners will be contacted

Each participating artist must be present, on site for the duration of the tour. While it may be tempting to close in order to view other participating studios, guests will not want to arrive at closed studios. Demonstrations are highly encouraged.

Instructions:

- Each participating artist will be issued an envelope containing 10 studio signature cards. Cards are to be sold for \$10 each. At the end of the tour, each artist must turn in the envelope with the \$100 for the sold cards or the combination of money and unsold cards, as well as any collected signed cards. Each artist is responsible for keeping track of the cards/money and will be held accountable for any shortages
  - Signature cards list each participating artist in alphabetical order
  - As guests visit studios, each artist should sign the card on their designated line
  - Once a guest has completed their desired studios, the card can be given to the last visited studio or returned to the designated “home” studio at Martin Luther Schools
  - Cards with 10 signatures are eligible for one entry in the drawing for donated art
  - Cards with 20 signatures are eligible for a second free entry
  - Cards completely signed are eligible for a third free entry
  - Tour organizers will add additional entries on behalf of guests with eligible cards prior to the drawing of winners
  - Tour organizers will draw for winners and contact winners on Nov 7 at 5pm
- Each artist will be issued two studio and two arrow signs to be placed in yards or windows as advertisement for the event. Additional signs can be requested for a non-refundable price of \$5 per sign. Each artist is responsible for returning all signs or be held accountable for the replacement cost. These signs do not contain specific dates of tour information and will be used

year after year.

- The signs are to be returned on Nov 7, between 11am and 3pm along with the signature cards/money at 4<sup>th</sup> Street Bowl

I, \_\_\_\_\_, have reviewed the information and agree to abide by the guidelines as designated above. I understand that I am responsible for selling tour signature cards and returning money collected and unsold cards to the tour committee at the end of the event or make up any shortages personally. I understand that I am responsible for ( ) yard signs and will be responsible for replacement costs for failure to return all signs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date