

Art In The Woods North Kitsap Studio Tour

Information

Art In The Woods Studio Tour Coordinator: leigh@knowlesstudio.com

INTRODUCTION: Art In The Woods Studio Tour is held throughout the North Kitsap area the 2nd Weekend of November and is sponsored by the Cultural Arts Foundation Northwest (CAFNW). The tour was started in 2001 when CAFNW helped organize a core group of studios with their first Art In The Woods Studio Tour November 2002. The studio tour was and continues to be self-governed. With the guidance of the board and the studio tour coordinator, the studios themselves are responsible for the quality and consistency of the studio tour and decide on the make-up, rules, regulations and issues of Art In The Woods. The CAFNW is primarily responsible for the overall general organization and policies, and sponsors the advertising.

STUDIOS: Every studio makes an important contribution to the overall quality of the Art In The Woods Studio Tour. Each studio head attends three annual meetings, decides on what artists are in their studio, assists in advertising, places posters, signs and banners where needed, and coordinates with the other studios in their area / adjacent areas. New artists and studios must apply by submitting images and descriptions of their work to the AITW Studio Tour Coordinator at least 2 weeks prior to the deadline. If a new studio is Juried in, an adjacent studio will assume the responsibility to mentor the new studio. The Jury will look for a high quality fine art / fine craft and patron accessibility to your studio. Original work only may be submitted. For a sense for the current studios / artwork featured, go to www.cafnw.org web site. For further questions, contact the studio tour coordinator (leigh@knowlesstudio.com) or the CAFNW board member assigned, info@cafnw.org

ARTISTS: The AITW Studio Tour depends on the individual contribution of each person. Each artist is responsible to assist the studio head, help place signs, posters, banners, prep, clean and so forth. Each studio is responsible to find their own artists and submit images to the Jury, or to notify the coordinator that they have available studio space for a new artist yet to be placed. The coordinator will send the information and images of newly accepted artists needing space to the studio heads who are interested. The studio head must notify the coordinator if they have decided on an artist, and make their own contact and arrangements with the artist after that. For further questions, contact the studio tour coordinator (leigh@knowlesstudio.com) or the CAFNW board member assigned, info@cafnw.org

NEW ARTISTS: All artists are juried into the studio tour. Interested artists should get three images of their work and a description of their process to the studio tour coordinator BY Aug. 5 for jurying. Requests can be submitted as early as May 10. Artists without a hosting studio are not guaranteed a space.

FEES: Each artist and Studio pays a registration fee of \$135.00 to the CAFNW. The studio head is responsible for making sure the artists in their studio have completed and mailed their registration and fee. If there are any doubts, contact the coordinator. Unpaid

registration will result in removal from the tour. ALL fees are due Aug. 15 – payable to CAFNW and mailed to CAFNW PO BOX 291, Poulsbo WA 98370. The registration fees cover advertising, brochures, signs, banners, posters, postcards and so forth. (Receipt for registration is the cancelled check).

SIGNS: CAFNW provides signs to each of the studios. The studios are responsible for putting these signs up and taking them down. Studios that are near each other are encouraged to communicate with each other to insure that there are enough signs placed between studios to make it easy for people to find their way. Signs should not be placed on alternative routes but ONLY on the route indicated on the Art In The Woods brochure map. The signs and sign maintenance are paid for by the registration fees. All signs are the property of the CAFNW board. If a studio does not participate in the following year's tour, they must return the signs as soon as possible. If signs are not returned by August 15 of the next year, studios will be fined \$6. per sign, or a minimum of \$50.00.

ADVERTISING: The primary advertising is a brochure mailed out to people on all properly submitted mailing lists. Studios are responsible to help their artists submit lists that are current, accurate, in Excel or Word, in the proper format, and emailed to the studio coordinator by Aug. 15. NEW artists and studios will pay a one-time processing fee of \$10. For returning artists / studios, only NEW addresses can be accepted. If the new lists have 100 + names, a \$10. Processing fee must be added. Hand written or photocopied lists can not be accepted. Secondary, but critical advertising includes E-vite cards, posters, banners, mailable post cards and advertising in the local papers Studios and their artists are responsible to place a banner, multiple posters, post cards, and send out E-vite cards. Studios are responsible to coordinate with each other as to the placement of banners where they will be highly visible, safe and welcomed by property owners. Each studio that checks out and places a banner is also responsible to return it in directly after the tour, clean, rolled and in good shape. CAFNW also places posters and banners, issues press releases and aids in advertising to ensure the tour is a success.

DEADLINE: August 15 is the absolute deadline for the CAFNW board to receive applications and fees, and for the studio tour coordinator to receive images and mailing lists. However, since there is a jury process for new artists and studios, allow at least 2 weeks for processing. New applicants must have their images to the coordinator by July 30. Applications should be printed out, filled in, signed and mailed with the fee of \$135.00, (plus \$10. for new mailing lists), to CAFNW PO BOX 291, Poulsbo WA 98370. All images and mailing lists should be emailed to leigh@knowlesstudio.com.

IMPORTANT INFORMATION:

- 1) All participants should be 18 years of age or, the applications must be signed by a legal guardian.
- 2) All participants must have email access.
- 3) Any participant who does not pay the fee will be taken off of the tour.
- 4) Studios and Artists should have a current UBI and business license for tax purposes.

If you have any further questions or concerns not addressed in this document, please email the studio tour coordinator, Leigh Knowles Metteer, leigh@knowlesstudio.com