



**NOVEMBER 11-13 & 18-20**

## **Placer Artists Tour**

### **2022 Artist Application Checklist**

#### **Submission Deadline April 30, 11:59pm**

Welcome to the 2022 Tour application checklist! Please review this list of items to facilitate online entry in one session. There is no way to submit, and edit your application afterwards. Plan to gather your information prior to entry, including crafting an Artist Statement following provided guidelines and image specifications and naming conventions. This will facilitate entry within 20 minutes or less and enable you to complete the form in one session. You will not be able to save an incomplete form and make additions or changes later. If you leave it on your computer, and your internet session is undisturbed, the information will remain in the form. You can pay the required fee online or mail a check.\*

- \$175 for artists who volunteer 5 hours of their time to help with the tour
- \$250 for those who elect not to volunteer.

Online payment is located on our website and link will be given to you after you hit “submit” on your application.

To mail a check, make payable to “Placer Artists Tour” and mail to 100 Harrison Avenue #282 Auburn, CA 95603-0282. Once the check is mailed, please email Janet Paehlig at [janet@tenajcreations.com](mailto:janet@tenajcreations.com). Your application will not be complete until your check is received.

#### **ARTIST APPLICATION FIELDS:**

1. Artist Last Name
2. Artist First Name
3. Email address
4. What is the best method to reach you? (Select best option from choices)
- 4a. Enter the phone number
5. Showing Address. Input your studio address if your studio will be on tour. If you are showing at another location and know the address, input that address. If you are showing elsewhere but do not know the location yet, enter your mailing address.
6. Showing location City (follow instructions from #5, inputting the City name of the appropriate address.)
7. Studio Zip Code (follow instructions from #5, inputting the Zip code of the appropriate address.)
8. Phone number to publish in the guide: Enter the best phone number for patrons to reach you on. This number will be published in the Tour Guide and in your artist profile online.



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9. Website (optional. If you don't have your own website, you may enter another online location where your art can be viewed, e.g. an Artist Directory, online Gallery, etc.).
10. Online store address (optional, if different URL than website)
11. Facebook (optional) enter the URL. You can copy/paste from the URL window while in Facebook while on your Facebook page. Best to use professional Facebook account vs. personal account.
12. Instagram (optional) enter the URL. You can copy/paste from the URL window while in Instagram while on your Instagram page.
13. Youtube (optional) enter the URL. You can copy/paste from the URL window while in Youtube while navigated to your Youtube account.
14. Your Artist Statement: We need this typed in or copied/pasted into the field to facilitate data entry for the Tour Guide and our website. Please follow the instructions located here to create the best Artist Statement which will be used in marketing.

- 100-150 Words
- Written in First Person
- No Images
- List all your mediums, separated by commas
- Include contact info, website, social media (FB, IG, Youtube) addresses, at the bottom.

Please refer to the Artist Statement Guidelines document for specific instructions, and sample artist Statement.

15. Your Artist Story: We need this typed in or copied/pasted into the field. No images. Different than the Artist Statement, the artist story is an interesting story about you, your art and/or how your journey unfolded. These may be used in social media posts or in print articles. If you have a related photo of you at work in your studio, a field will appear for you to add it after entering your story.

15a. If you have an accompanying photo, upload it into the field which appears after entering your story. Images should be 1500 pixels on the short side, only .jpg files.

16. Medium (checklist). Select no more than 4 as space in our printed guide is limited. (List as many as you like in your Artist Statement.)

16a. There is a field for "other". If you use this field, be sure to type in what the "other medium" is. You can also use this field to describe your medium specifically if desired. It would replace the similar checked item.



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- 16b.c.d.e. There are several categories which when checked, present sub-category options (16b Glass, 16c Painting, 16d Sculpture, 16e Textiles)
17. Do you Teach? If you teach check “yes”. Once checked 2 additional questions will be revealed:
- 17a. Do you teach adults and/or children? (check the appropriate box(es)).
- 17b. What classes (medium/content) do you teach? Enter information about your classes.
18. Items 18 – 22 **IMAGES**: You will be asked to submit a minimum of 3 (and up to 5) high quality images of your art. Resolution requirements are 1500 pixels minimum on the short side. Your first image uploaded will be the one we use in the Studio Tour Guide, and the image in the guide will be a square format. Please use ONLY a square image for Image 1 or your photo will be cropped. Please photograph images with an uncluttered background. If you need assistance photographing your images, please email [placerartistsstudiostour@gmail.com](mailto:placerartistsstudiostour@gmail.com) and we will provide assistance. All images will be considered for use in publicity. **All images must be named in a uniform manner, beginning with your last name ie McNutt1.jpg or McNuttRiverView.jpg. Only upload .jpg files. Note: If you upload an item and need to replace it, simply hit the “attach image” button again, and whatever you upload will replace the original file.** Input the title of the piece in item “b” and enter the medium of the piece in item “c”.
19. Images 2-5, items 19-22: may be square or rectangle. 1500 pixels minimum resolution on short side. Input the title into field “b” and the medium into field “c” for each image.
23. Upload 3-5 images of you at work. 1500 pixels on the short side. After attaching the first image, use the “+” button to add additional images.
24. You will be asked if you are new to the tour or whether you have participated before.
25. You will be asked how many years you’ve participated on the tour:
- a. 1<sup>st</sup> year on tour
  - b. 2-5 years
  - c. 6-10 years
  - d. 11-20 years, or
  - e. 21-29 years
26. You will be asked some questions about studio accessibility (if you wish to have your studio on the tour. If you are requesting to be hosted at another location, you can leave this blank)
27. Studio Sharing: Check the box if you wish to share your studio with another artist(s)



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27a. If you checked “yes” to sharing your studio, and have pre-arranged the artists who will be at your location, input their name(s) here.

28. You will be asked if you would like to be placed in another location.

28a. If you’ve pre-arranged to be at another location, you will be asked to input that Artist’s name or location.

29. You will be asked to volunteer 5 hours during this tour if you pay the \$175 fee. Select the volunteer activity choices according to skill set & preference. If you have computer skills and can do any of those tasks, please let us know as we are typically short-handed on those jobs.

### AGREEMENTS:

You will be asked to read and agree to the following conditions of participation in the Placer Artists Tour:

30. **Resale Permit:** I understand that I am required by law to have a resale permit, and that obtaining a resale permit is my own personal responsibility. Visit this link to obtain one:

<https://www.cdtfa.ca.gov/taxes-and-fees/fagseller.htm>

31. **Resale number/Seller’s Permit:** Input your permit number here or type in “I will obtain a permit”.

32. **Business Liability Insurance:** I understand and agree to holding business liability insurance or event insurance. I agree that obtaining such insurance is my own personal responsibility. For event insurance contact The Event Helper 855.493.8368 [www.theeventhelper.com](http://www.theeventhelper.com) or an insurance agent of your choice.

33. **Present & Open during Tour:** I agree that I will be present in my studio (or the location where I am showing), and that our location will be open on all the days and hours the tour is open.

34. **Demonstrate & Show Work Process:** I agree to demonstrate, and show my work process. If being hosted, I will find ways to share my process at the host's location. I will discuss, and whenever possible, demonstrate my art-making process. At a minimum, storyboards and/or visual aids and art making tools will be on display. You will also be asked to check a box indicating whether you will, or will not demo.

35. **Non-Participating Artists:** I agree not to exhibit or sell the work of, or host a non-participating artist in the space over which I have control.

36. **Taste of the Tour Preview Show:** I agree to have a representative piece of my art at the Tour Preview Show, to be held at Blue Line Arts November 4 - November 20, with Reception Saturday,



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November 5. Blue Line Arts pays 50% commission to non-members and 60% to members, a standard commission structure for galleries.

37. **Volunteering:** I agree to perform up to 5 hours of service towards the Studios Tour and production of the Studios Tour, to be scheduled at a later date OR I have paid \$250 (so as not to volunteer).
38. **PR Consent:** I agree that the images submitted with my application may be used for promotion of the event.
39. **Tour Logo and Name:** I agree that all my promotional materials for Placer Artists Tour, including post cards, emails and my website, will include the Placer Artists Studios Tour logo. I agree that my promotions will use the Placer Artists Tour name, and no other name for the tour weekend promotions.
40. **Hold Harmless:** I agree to indemnify, defend and hold harmless the Placer Artists Tour, and its committee members and officers for any and all liabilities, claims, errors, omissions, losses, accidents, and expenses including attorney's fees and court costs in any manner caused by, arising out of, or in connection with, either directly or indirectly, the Placer Artists Tour event.
41. **Covid-19 Safety Precautions:** I agree that when opening my space to the public, I will adhere to all current COVID-19 protocols per the County of Placer.
42. **Are you a Veteran?** Since we hold this event annually over Veterans Day, we would like to know if you are a Veteran. Check "yes" if you are a Veteran.
43. **Are you interested in having acoustic background music at your location during tour?** We will be expanding the tour to include other art forms over the coming years. If you have interest in having music at your location during tour, and we have available musicians, you will be contacted.

**Payment:** Final step is to pay. After you submit a message will be presented to you which includes payment links as well as a mailing address, should mailing a check be preferred. Please note that checks must be received by the application deadline April 30, 11:59pm.