

## Dear 2011 Art Tour Artists,

Welcome! We are glad you will be participating in Monadnock Art / Friends of the Dublin Art Colony (MA/FDAC)'s 16th annual Open Studio Art Tour! This document contains important information, and forms, regarding the upcoming Tour. Please read this carefully and keep it for future reference.

### Email

We will try to communicate as much as possible via email. To avoid missing updates, please do what you must with your email program and spam filters to allow emails from [cathy@LaRocheCalligraphy.com](mailto:cathy@LaRocheCalligraphy.com) and [mloftis2@myfairpoint.net](mailto:mloftis2@myfairpoint.net)

### Website [www.monadnockart.org](http://www.monadnockart.org) — Upload anytime

We strongly encourage all Tour artists to post your information and images. The site gets heavy traffic prior to, and during, each Art Tour. See *Website Upload Information* (page 3). If you have trouble getting on the site, email Dave Dodge at [enpleinair@earthlink.net](mailto:enpleinair@earthlink.net). Dave can try to help you with this process, but he cannot do it for you. Please do not send your information or images to his email address.

### Art Tour Sign Request — Mail Your Sign Request Form and Deposit by August 15

You may request up to five signs. A sign deposit is required. Complete the *Open Studio Art Tour Signs* form (see next page), enclose a check payable to MA/FDAC, and send by August 15 to: MA/FDAC, Deb Porter-Hayes, 111 Old Dublin Rd, Hancock NH 03449  
Your check will be returned when you return the signs after the Tour.

### Tour Map Brochures — Ready for Pick-up September 1

Art Tour brochures for your personal distribution will be available in early September at the Peterborough and Jaffrey Chambers of Commerce.  
Peterborough Chamber of Commerce — Tel: 924-7234. Hours: Mon.-Fri. 9 a.m. to 5 p.m., and Sat. 10 a.m. to 3 p.m.  
Jaffrey Chamber of Commerce — Tel: 532-4549. Hours: Mon.-Fri. 10 a.m. to 4 p.m., most Saturdays 9 a.m. to noon.

### Art Tour Sign Pick up — Friday, September 30 or Saturday, October 1, 9 a.m. to 6 p.m.

Signs are available for pick-up at the Tuller/Loftis barn, 87 Pierce Road in Dublin, from 9 a.m. to 6 p.m. on these days only. No exceptions! The Tullers live next to the barn—they generously allow us to use the barn each year, so please try to minimize this disturbance in their yard. With your signs, there will be raffle forms and raffle/donation boxes. Put these in an obvious place and encourage your visitors to enter the raffle and make a donation. You will also receive an artist questionnaire and visitor stickers (see below for more info about the visitor stickers).

### The Preview Exhibition at the Jaffrey Civic Center — October 3 through October 9

Artists on the Tour may submit *two pieces* to the exhibition.  
Two-dimensional work should be no larger than 50" in either direction, including framing. Free-standing sculpture and other three-dimensional pieces should be limited to approximately 3 feet square of floor space. Indicate on the form if your work requires a pedestal or other special installation. Exhibited work **must be available for sale**. The Civic Center will retain a 30% commission on work sold during the exhibition. Please fill out the enclosed forms (see next page) and attach to the back of your artwork.

#### Exhibition Schedule and Deadlines:

**Delivery of Artwork:** Drop off your pieces and your one-page Artist's Statement at the Jaffrey Civic Center **on Friday, September 30**, from 1 to 5 p.m., **or Saturday, October 1**, from 10 a.m. to 2 p.m.

**Exhibition Dates:** Monday, October 3, through Sunday, October 9.

**Opening Reception:** **Monday, October 3**, from 5 to 7 p.m.

**Pick Up Artwork:** Pick up your pieces **between Tuesday, October 11, and Saturday, October 15** during the Civic Center's normal hours: Tues.: 10 a.m. to 6 p.m.; Wed.-Fri.: 1 to 5 p.m.; Sat.: 10 a.m. to 2 p.m.

### Open Studio Art Tour! — Saturday, October 8 and Sunday, October 9, 10 a.m. to 5 p.m.

#### Visitor Stickers

These are orange stickers for Tour guests. Please provide them to any guest you see without one, and ask that they wear them throughout the Tour. This helps us to gauge the number of folks on the Tour. (These "walking mini billboards" also generate interest, and may bring in additional visitors.) Stickers will be provided at the sign pick-up; we ask that you return the unused stickers (so we can count how many were used) with your signs after the Tour.



### Art Tour Sign Return — October 10-15, 9 a.m. to 6 p.m.

Art Tour signs (as well as raffle forms and box, donations, unused visitor stickers, and completed artist questionnaire) should be returned to the Tuller/Loftis barn from 9 a.m. to 6 p.m. on these days only. No exceptions please! If your signs are not returned by this date, you will lose your sign deposit.

#### Questions

If you have questions, please contact **Cathy LaRoche** (email: [cathy@LaRocheCalligraphy.com](mailto:cathy@LaRocheCalligraphy.com); phone: 924-3186) or **Mary Loftis** (email: [mloftis2@myfairpoint.net](mailto:mloftis2@myfairpoint.net); phone: 563-8884). Please try to communicate via email, when possible. Thank you, and have a great Tour!

### Open Studio Art Tour 16 Preview Exhibition

Please attach this form to the back of your artwork and deliver to the Jaffrey Civic Center.

Artwork Delivery: Friday, September 30, from 1 to 5 p.m., or Saturday, October 1, from 10 a.m. to 2 p.m.

Artwork Pick-up: October 11-15 during the following hours: Tues. 10 a.m. to 6 p.m., Wed. to Fri. from 1 to 5 p.m., Sat. from 10 a.m. to 2 p.m.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Title of Work \_\_\_\_\_

Medium \_\_\_\_\_ Size \_\_\_\_\_ Price \_\_\_\_\_

Special installation needs \_\_\_\_\_

Please include an Artist's Statement of no more than 1 page.



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Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Title of Work \_\_\_\_\_

Medium \_\_\_\_\_ Size \_\_\_\_\_ Price \_\_\_\_\_

Special installation needs \_\_\_\_\_

Please include an Artist's Statement of no more than 1 page.



### Open Studio Art Tour Signs

Complete this form and send by August 15 to: MA/FDAC, Deb Porter-Hayes, 111 Old Dublin Rd, Hancock NH 03449

Make check payable to MA/FDAC. Your check will be returned when you return the signs after the Tour.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_ Three signs, my deposit check for \$60 is enclosed.

\_\_\_\_ Four signs, my deposit check for \$80 is enclosed.

\_\_\_\_ Five signs, my deposit check for \$100 in enclosed.

To those sharing a studio: please send only one sign request form and deposit check for each location.





## Website Upload Information

If you are an artist and a registered MA/FDAC member, we **strongly** encourage you to upload your images and personal information to the Artists' section of the website. The site gets a great deal of traffic prior to and during the Tour. Previous Tour artists have told us that their listing helped attract patrons to their studios and provided a convenient way for potential buyers to keep in touch with them after the Tour as well.

*Those of you already on the site can update your images and text at any time.*

**To upload your information and images for the first time, please follow these instructions:**

**Before You Start** — It will be helpful to prepare your images and text prior to logging in. Your page will have up to six images, one larger and the others as clickable thumbnails to the right. Your text and contact info will appear below the images.

**Images** — Your images should be saved as jpegs with the longest dimension no less than 430 pixels. This will result in a file size of 200 to 400 kb. If your file is much larger, please check your settings and resize it. It is pointless to upload images much larger than 430 pixels, they won't look better and will only slow down the server.

**When Ready** — Go to [www.monadnockart.org](http://www.monadnockart.org)

**At Home Page** — Scroll down and click "Login" (at bottom of page)

**At "Login" Page** — Click "Forgot your password?" located just below the Login boxes.

**At "Forgotten Password" Page** — Enter your email address. You will receive a return email with your password.

*Note: some folks have had problems receiving their passwords with this auto reply system because some Internet Service Providers (ISPs) treat it as spam. If you do not receive a password, first check your spam folder. If it's not there, send an email to Dave Dodge ([enpleinair@earthlink.net](mailto:enpleinair@earthlink.net)) requesting a password.*

**With Your Password** — Go back to [www.monadnockart.org](http://www.monadnockart.org) and click "Login". Enter your email address as your username. Enter the password that was emailed to you in the password box. (You may change your password later.)

**Upload** — Once you are on your administrative page, things are self explanatory. Refer to the "Help" section which gives a good overview and will answer many questions you may have. To create a new password, click on "Change Password".

**To Activate** — When you have completed uploading your information and images, click "Logout". Then send an email to Dave Dodge ([enpleinair@earthlink.net](mailto:enpleinair@earthlink.net)) asking him to "activate" your page. *Please do not send images to the enpleinair address. Thank you.*

Please be patient if Dave doesn't respond to your email immediately. (He may be away on a painting trip!)