

EACA 2023 Studio Tour September 21 & 22, 2024

Participant Information and Instructions

Thanks for your interest in the 2024 Studio Tour, our 32nd Tour. Eldorado has a significant place in the arts and crafts history of New Mexico, with our tour being the second oldest and usually the largest in the state.

The organization and management of the tour is all accomplished by volunteers. Each artist who is contributing his/her time to make it happen would prefer to be making art. We do it in recognition that volunteering is the obligation of each member if we are to continue to have this event. It is imperative that all participants contribute some time and effort through committee work so that we build a pool of experienced members for future years.

This document will provide basic information about applying and participating in the tour. Additional information, the application, the calendar, and much more will be available on our website, eldoradoarts.org and at the mandatory meetings.

Eligibility and Responsibilities:

To participate in the Studio Tour, the artist must be a member in good standing of the Eldorado Arts and Crafts Association. You can join at eldoradoarts.org.

Each participant must also live in and show their work within the geographic area accessed by the three Eldorado entrances: Avenida Amistad, Avenida Vista Grande, and Avenida Eldorado.

Participants are expected to receive communications, access information, and track dates and deadlines electronically. Internet access and computer literacy are basic requirements.

Participants must keep track of the relevant meetings, dates and deadlines on their own. Reminders may be sent out, but are not to be relied on totally. A Studio Tour calendar will be available on the website.

Flags and number signs will be handed out when you drop off your art for the Preview Gallery. These must be returned on **Monday, Sept 23**, at the prescribed time. Failure to get your flag or sign returned at the correct time, and in good condition, may result in a \$25 fine.

The Application Process

The application will be available on **April 5** on our website eldoradoarts.org. The fee this year is \$175. Fees are due by **April 26**, but may be submitted after that date with a \$50 penalty. No applications accepted after **May 3**. Completing your application and paying your fee will be done online on our website.

Jan 15	Sponsor documents available for downloading and printing on the website
April 5	Application available on the website eldoradoarts.org
April 26	Last date for on-time applications and Studio Tour drop-out with full refund
May 3	Last date for late applications with \$50 fee. No applications accepted after this date
May 10	Last day to drop out of tour with \$50 late drop out fee. The rest of application fee will be refunded. Forfeiture of full amount of entry fee after this date.

The Application Process:

You will be asked your name, your medium (media), and the address where you will be showing. If you are sharing a studio, make sure the studio address is the one you list.

Sharing a Studio:

You will be asked if you would like help finding an artist to share your studio, or someone looking for an artist to share their studio. Multi-artist studios usually get more visitors.

Health Guidelines:

EACA will be complying with any health requirements during the Tour. If there are no state-mandated restrictions, you will be asked if your studio will be requiring masks. If so, a symbol next to your listing in the catalog will indicate that. If sharing a studio, all artists must agree on this policy.

Flag Holders:

You will be asked if there is a flag holder installed at the studio where you are showing. These are metal pipes that are permanently installed on the road, near the driveway, which will hold a colorful banner. If your studio does not have a flag holder, you will

need to alert the flag committee immediately. Do not try to install one yourself. They will arrange a time to install it, and coordinate with the utility companies as needed.

Committees:

You will be offered a choice of committees on which to serve. A list of committee descriptions will be attached to the application. To strengthen everyone's sense of "ownership" of the Tour, committee participation is mandatory this year; there is no opt-out. Every effort will be made to match any time, mobility, or health constraints you may have with a compatible committee task. If circumstances change for you, you can be re-assigned to a different committee.

(Please note that at the end of the tour, committee chairs will be asked if any member failed to meet their committee work obligation. If so, the EACA will impose a \$200 fine on that member; the member will not be able to participate in any EACA shows or tours until the fine is paid.)

Sponsorship:

Each participant is expected to support the tour financially by obtaining a minimum of \$100 sponsorship funds from local businesses. A list of businesses that are already "taken" will be available on the website for downloading and printing.

If your sponsor donates money but less than \$100, you are responsible for making up the difference.

You have the opportunity to opt-out of finding sponsors for a fee of \$150.

An artist may self-sponsor (appear in the catalog as a sponsor) instead of seeking other sponsors for an additional \$100 for a total of a \$200 fee.

All documents for downloading and printing of pertinent information and forms for sponsors can be located on the Eldorado Studio Tour! Tab/Important Documents page.

All sponsorship and underwriter monies are due by May 30.

Mentors:

You will be asked if you would like to work with a Mentor. Studio Tour Mentors are available to new or returning participants to help guide artists through the Studio Tour process. Mentors and mentees will meet in person or by phone and email, as needed - to be determined by each pair. Mentees may request, for example, that mentors visit their studios before the tour to give them feedback on their set-up.

Required Meetings

May 1 6-8 PM

Orientation meeting, mandatory for all new participants, optional for others. This meeting will cover the tour process and requirements, tips for success, questions & answers, and provide an opportunity to meet the Mentors.

May 15, 6-8 PM.- OR -May 22, 1-3 PM

First of two mandatory meetings for all tour participants. You will be asked to indicate which of the two meetings you plan to attend.

August 14, 6-8 PM OR August 20, 1-3 PM

Second of two mandatory meetings for all tour participants. You will be asked to indicate which of the two meetings you plan to attend.

Preview Gallery:

The Preview Gallery will be set up at the Community Center and will show one piece by each participating artist other than Jewelers. Visitors can view the art, get catalogs and maps, and plan which studios they wish to visit. All art in the preview gallery will also be available for sale. (Note that if your item sells, you'll be called so you can have someone bring in a replacement piece.)

Prior to the Tour, the Preview Gallery committee will send guidelines for your art/display and collect information to create a display card for your piece.

You will drop off your artwork for the gallery on **Wednesday, September 18**; at that time you will also pick up your flag and number sign.

The Preview Gallery has a gala opening on Friday evening, **September 20 from 5 to 7 PM**. During the weekend of the tour, it will be open **9 to 5 on both Saturday Sunday**.

On **Monday, September 23**, you will return your flag and number signs and also pick up your art from the Preview Gallery.

Voluntary Donations:

We invite the Studio Tour participants to donate 5% of their sales (up to a maximum of \$75) to support Eldorado community resources. The Board determines the recipients and amounts of the donations. In past years we have supported the Library, Senior Center, Eldorado School arts program, and 285 Recycles. Your donation will be accepted at the time you pick up your artwork and drop off your signs and flags.

Catalog:

Our catalog includes an alphabetical list of our artists and their locations on a map; a list of sponsors and underwriters; and for each artist, a photograph of your work, basic information about your medium, contact information, and your studio location.

Several months prior to the Tour you will be contacted with instructions about submitting your photo and your accompanying text.

The publicity committee has decided to direct mail catalogs to selected zip codes this year.

You will be asked how many catalogs you would like for your own personal use and for you to deliver to your sponsor.

Website:

The website will list all participating artists alphabetically and by genre along with Sponsors and Underwriters for the 2024 Studio Tour. Once the photos and the text have been entered onto the respective pages of the website you will be asked to proofread your items and send any corrections to treasurereaca@gmail.com

Important dates for the 2024 Studio Tour

A complete calendar is on the website:

<https://www.eldoradoarts.org/calendar-1>

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| Jan 15 | Sponsor documents available for downloading and printing on the website |
| April 5 | Applications available online at eldoradoarts.org |
| April 26 | Deadline for applications with no penalty and final drop-out date with full refund |
| May 1 | Orientation meeting, mandatory for new participants; optional for returning participants |
| May 3 | Application deadline with late fee: Last day to drop out with full refund |
| May 10 | Last day to drop out of tour with \$50 late drop out fee. The rest of application fee will be refunded. |

Forfeiture of full amount of entry fee after this date.

May 15, 6-8 PM

First Mandatory meeting for all participants (choose 5/15 or 5/22)

May 22, 1-3 PM

First Mandatory meeting for all participants (choose 5/15 or 5/22)

June 3 Text and image submission for catalog and website due date

June 4 Sponsor an Underwriter monies due

August 14 6-8 PM

Second mandatory meeting for all participants (choose 8/14 or 8/20)

August 20, 1-3 PM

Second mandatory meeting for all participants (choose 8/16 or 8/22)

August 26 Deadline to submit information for Preview Gallery Art

Sept 18 Drop off artwork for gallery, pick up flags and numbers signs

Sept 20, 5-7 PM

Opening reception at Preview Gallery

Sept 21 Studios open **10 to 5**
Preview Gallery open **9 to 5**

Sept 22 Studios open **10 to 5**
Preview Gallery open **9 to 5**

Sept 23 Pick up artwork, return flags/signs, bring community donation