

# ARTrails Application and Instructions

Thank you for your interest in becoming an ARTrails member. The following is information and instructions that will assist you as you fill out the application.

## Applicant Information:

**The ARTrails application** can be downloaded as a Word document and completed using the Word program. If you complete the application by hand please print legibly and make sure that letters, numbers and symbols that are similar can easily be differentiated. i.e. 1 and lower case L, zero and the letter O, 2 and @

**The quality of the photos you send is extremely important.** While you do not have to have professional photos, the jury only has the photos you send to judge your work. Use photo paper or high quality paper; if your printer isn't working correctly or is low on ink, find another printer; if your camera doesn't take a sharp, decent photo then find someone who has a good camera; if your photos are blurry, have a busy background, are faded or the wrong size fix them before you send them in. Each artist must submit **five photos** of their work. **Minimum size** for photos is 4x6 - **maximum size** is 8.5x11. CD's with digital images are acceptable. Images must be 300dpi (approx. 1200 x 1800 pixels) and must be larger than 1 MB (slides, links to websites, portfolios, flyers used in advertising, etc. will not be considered). The majority of the photo must be of the actual artwork rather than background. Digital images will not be accepted by e-mail.

**The jury process** is required for new artists, returning artists in their 2<sup>nd</sup> year of membership and every 2 years thereafter, and sabbatical members.

**Committee work** (or the lack of committee work) done the previous year by each returning artist will be taken into consideration by the jury committee.

**Jewelry** must have at least one component that is hand-crafted (designed and made by the person applying) or the piece itself must be greater than the sum of its parts (i.e. "bead stringing" is not greater than the sum of its parts). On the application please note which component is handcrafted.

**Ceramics** – purchased molds, greenware or bisque ware that is then glazed and fired will generally not be accepted by the jury.

**Incomplete or late application packets** will not be accepted by the jury.

**Age of artwork:** Work must have been completed within the last two years and cannot be student work.

**Please include a \$15** check or money order – no cash– payable to ARTrails as your jury fee.

**The decision of the Jury Committee is final.**

If you have any questions please email [jury@artrailsofswv.org](mailto:jury@artrailsofswv.org)

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## **Instructions for Completing the Application**

**\*\* Please fill out a separate application for each medium you wish to jury\***

**Contact Information:** Fill out the information section completely. If you do not have an email address please consider getting one and checking it regularly. Email is the easiest and quickest way for ARTrails and potential buyers to contact you. Facebook is recommended, as ARTrails also uses it for publicity, announcements and sharing. Website is optional.

**Studio Location:** ARTrails is limited within a ten mile radius of Lewis County. If you live/work outside of that area you will need to find a place to show. Please let us know if you have a place to show or if you need us to help you find a studio.

**Description of Art Process:** ARTrails' mission - and our 501(c)3 - emphasizes education. Briefly tell us how you would explain the steps that you take in creating to someone who comes to your studio and wants to know how you do the work you do. "Clay" "painting" "sculpture" are not adequate descriptions. Examples of acceptable explanations are: "I use a potter's wheel to form clay into interesting vessel shapes, and use different glazes in an artistic manner to create designs on each." "I paint using watercolour in a dry brush technique, to paint various flowers and landscapes". "I take found objects and combine them in interesting ways to tell a story about them in my sculpture". These are examples only, to help you get started.

**Photographs of Artwork:** Mark each photo with your name (**on the back**). Include corresponding photo number on the front. *The quality of your photo is important.* While it is not essential to have professional photos done, it is essential that your photographs be clear, focused and well presented. Include the title, medium, price and size in the space provided. Jewelry – use this space to note the original handcrafted component. Add an extra line if necessary. You must have five photos for the medium you wish juried. CDs with digital images are acceptable and encouraged. Images must be 300dpi/ppi (approx.. 1200 x 1800 pixels) and must be larger than 1 MB (slides, links to websites, portfolios, fliers used in advertising etc, will not be considered)

### **Checklist**

Use the following as a checklist to make sure that you have all required elements of the application included in your packet:

- Completed and signed application form.
- Five photos of your work (one photo each of five different pieces). Minimum size 4x6, maximum size 8.5x11.
- A check/money order for the non-refundable application fee of \$15.00 payable to ARTrails, do not send cash.
- A signed agreement to abide by the ARTrails guidelines (this is on the application form)
- Place all applications and photos in one mailer if you are applying for multiple mediums. (not required for more than 1: Other media applications are used if you want to show other media at other ARTrails shows. You can show, sell or display ANY media you work in at your studio with the single application.

**Complete jury packet must be received by **February 1, each year required.** Late or incomplete applications will not be considered.**

**Mail to: ARTrails Jury, PO Box 1628 Centralia WA, 98531**

If you have any questions please email [jury@artrailsofsww.org](mailto:jury@artrailsofsww.org)

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## **ARTrails Guidelines**

- All new members are required to attend the orientation meeting. Information will be included in the acceptance email.
- ARTrails membership includes having your studio open for visitors the third and fourth weekends of September. Some co-operative locations are available for artists who require alternative space. (In particular, those with studios outside the approximate 10 mile limit)
- In addition to displaying and selling their work during the Open Studio Tour, ARTrails members will also demonstrate their processes.
- The art tour locations are for ARTrails members only. Non-members are not allowed to display or sell their work at your tour location.
- All items for sale during the Open Studio Tour must have been produced by current ARTrails members.
- Any media of art that has been created by you (the member) may be shown and sold during the Open Studio Tour.
- ARTrails members must serve on at least one of the ARTrails committees. If you do not sign up for a committee/specific tasks, you will be assigned to a committee and responsibilities associated with that committee.
- ARTrails members are expected to attend all ARTrails general membership meetings whenever possible.
- Membership dues of \$125.00 are to be paid at the first general meeting. Members on sabbatical must pay dues of \$50 by the same date.
- ARTrails members jury every two years.
- The ARTrails Open Studio Tour is limited geographically to Lewis County and a ten mile radius of Lewis County. ARTrails members working/living outside this boundary are invited to show at the studios of ARTrails members within Lewis County.
- **A full set of Guidelines and an ARTrails calendar will be given to participating artists at the orientation or the first general meeting.**

# ARTrails Application

Year of Application \_\_\_\_\_

(type or print **legibly**)

## Contact Information

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL: (*highly* recommended, not required) \_\_\_\_\_

WEBSITE: (not required) \_\_\_\_\_

## Studio Location

If you are a new applicant and don't have a studio in Lewis County/within ten miles of Lewis County do you have a place to show?

- \_\_\_\_\_ If yes, what studio will you be showing at/Location? \_\_\_\_\_
- \_\_\_\_\_ If no, would you like ARTrails to help find a place with another ARTrails Artist?  Yes  No

Medium: \_\_\_\_\_

**Description of Art Process** (type or print legibly – use more space if necessary)

## Photographs of Artwork:

	Description/Title	Medium	Price	Size
Photo #1	_____			
Photo #2	_____			
Photo #3	_____			
Photo #4	_____			
Photo #5	_____			

I acknowledge that the photos submitted are of work I have done within the last two years and agree to the ARTrails Guidelines:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date