

Artists' Instructions

- **Six weeks** before your show you ought to have a title, vision and poster underway. Bryan Arnold (415-672-0628) & Ann Maglinte (984-6747) will help with the poster and he will handle the publicity for the newspaper and the radio. Please e-mail the poster to Nancy Winters prior to taking it to Printing Plus to have it ok'd by the Commission.
- **Four weeks** before the show the poster will need to be on a CD for the printers. The budget for posters & postcards is \$150. The artists will be given a total of 25 posters & 50 postcards and 200 postcards ought to go to Bryan to be mailed to the members. If you would like more posters or postcards then you will need to pay for them.
- **Two weeks** before the show put up the posters. Remember the college in Ukiah - the art dept. & the outside kiosks by the bookstore.
- We ask that you become a member of Willits Center for the Arts.
- WCA asks for a 20% donation of any of your sales during your show.
- Please ask Nancy the dates for your show's hanging & take-down. When you take down your show please make sure to spackle and touch-up the walls with the white paint in the storage closet. We only use one kind of white paint (Antique White from the Paint Doctor) for everything.
- In preparing for your show you will want to write up an artist statement to be mounted in the gallery. Please also keep in mind to use labels for your pieces that look consistent - the same font, etc. Also only use white putty for putting up labels.
- You will need to line up the hosts for each day the show is open. Keep a calendar on the front desk with the day the host will be there and their phone number. The host ought to call the next host on the list to remind them the date of their hosting Please give a copy of this to Nancy along with the Release form & Exhibit Policy before the show opens.
- The gallery hours are Thursday & Friday 4:00 - 7:00 p.m., Saturday & Sunday 12:00 - 3:00 p.m. You are welcome to have the gallery open more often than our regular hours.
- Music & flowers are nice additions to your show.

Thanks very much! If you have any questions, please call:

Nancy Winters

459-3956 or 841-7112

nancy.winters@fire.ca.gov