



ARLINGTON OPEN STUDIOS 2024 CALL FOR PARTICIPANTS

Calling all Artists & Artisans! Join Arlington Center for the Arts for our **26th annual Arlington Open Studios** happening on **Saturday, November 9, 2024, 11-5pm**. Artists who work in all mediums including painting, photography, fiber, ceramics, glass, fine jewelry, mixed media, printmaking and sculpture are encouraged to apply.

Arlington Open Studios will be held in two adjacent buildings in Arlington Center:

Arlington Town Hall (730 Mass Ave)

Arlington Community Center (20 Academy St/27 Maple St, 1st Floor)

IMPORTANT INFORMATION – please read and save for reference:

DATE: **Saturday, November 9, 2024, 11 – 5pm**

LOCATION: All artists will be at **Arlington Town Hall** at 730 Mass Ave and the 1st floor of the **Arlington Community Center** just behind Town Hall at 20 Academy Street and 27 Maple St.

ELIGIBILITY: Open to all Arlington and non-Arlington artists

FEE: \$60 for ACA members, \$75 for non-members (you can become a member when registering)

REGISTRATION DEADLINE: **Friday, September 6, 2024**

TO REGISTER: Please complete [this Application Form](#) and be ready to upload **up to 15 images** of your work, an artist statement, and any relevant web links (website, social media, etc)

JURYING: Due to space constraints, **applications will be juried**. Artists who are not juried into this year's show will automatically be added to a Waitlist and will be notified if space becomes available.

JURYING PROCESS: HOW WE EVALUATE

- During the jurying process, priority will be placed on having a diverse mix of represented media including a mix of painting, ceramics, jewelry, mixed media, photography, wood, fiber and metal work. The emphasis will be to have a variety of different high quality arts & fine crafts.
- Each year, we work to find a mix of new and returning artists.
- All application materials are reviewed including images, artist statement, website, and social media (if applicable) for high quality work, well made, unique, and well presented.
- Were all the questions on the application answered, directions were properly and professionally followed, and materials submitted?
- We review how many submissions are in the same media category (photography, painting, etc.). We also assess the diversity with the same media (subject, materials, price point, etc)

NOTIFICATION OF ACCEPTANCE: Artists will receive notice on the status of their participation in Arlington Open Studios 2024 by **Thursday, September 12, 2024**. If accepted, you will also receive your location assignment at that time. **Please email Pam** if you do not receive an email by September 12.

PAYMENT: If you are accepted, you must confirm your participation and complete your payment no later than Wednesday, September 18.

Any questions or concerns, please contact AOS Director Pam Shanley, pam@acarts.org

ARLINGTON OPEN STUDIOS PARTICIPANT INFO

EVENT LOGISTICS

- **Set Up:** No tables, easels, display fixture, or hand trucks/carts are available. Artists are responsible for set up, hanging, selling and dismantling their own artwork. There are plenty of chairs for you to use.
- Artists must be present at their site for the full event.
- Since this event is presented in historic town buildings, there will be no wall space available for hanging. Your set-up can include any combination of tables, easels, or racks that will **fit in but not exceed an approx. 6'x6' space**. Please indicate your set-up measurements in your application.
- **Outlets are limited** – we recommend using battery operated devices if you need light for your display and for digital transactions. **Bring your own table or electric cords, and any other set up needs.**
- **We highly encourage participating artists to consider setting themselves up with the ability to process credit card payments, to reduce the amount of contact needed for transactions.** If you would like assistance setting this up, please reach out to Pam at pam@acarts.org.
- Set up times will be announced after registration. Set up time will differ depending on the location. but please stay tuned for more details.

AOS 2024 MARKETING TOOLS – ACA provides advertising, publicity and social media outreach, but participating artists are all encouraged to be part of the publicity team!

- **Postcards & Posters:** ACA will produce a poster & postcards for you to distribute. They will be available for pick up at the Arlington Center for the Arts offices by **Tuesday, October 1.**
- **E-Newsletters:** ACA will send out materials that you can forward to your email contacts through our email distribution list. If you do not already receive our monthly emails, please [sign up for our mailing list](#) to be able to forward our promotional emails on to your contacts.
- **Social Media:** Follow us on [Facebook](#), [Instagram](#), and [Twitter](#) to see and share regular posts promoting the event leading up to November 9. There will also be a Facebook event that artists who have Facebook can mark themselves as “attending” and invite their contacts.
- **Artist Marketing Toolkit:** Our Communications Team will be assembling a tool kit for artists to use in promoting AOS. It will be shared as a Google Drive folder and will include several formats of promotional images for print and digital use. This folder will be sent out to artists by **Tuesday, October 1.**
- **Online Artist Directory:** Our Online Artist Directory is a searchable database displayed on ACA's website on display from November 1 through December 31, 2024
 - Each artist will have a listing in our **AOS Online Artist Directory**. This listing will include a thumbnail and link to an individual artist page that will present up to 15 images of the artist's work as well as an artist statement and links to websites, e-commerce pages, and social media accounts.
 - **Images and directory content will need to be finalized by each artist with ACA staff by October 15, 2024.**

VOLUNTEERS: If you know of anyone who will not be exhibiting at AOS this year but would like to help, there are plenty of volunteer opportunities including, greeting and directing visitors during the day of AOS, installing signage around the event area, and dropping off posters at businesses around town prior to the event. Please let us know if you know someone who would like to help!