



Studio Tour Information and Application Instructions

Eldorado Arts and Crafts Studio Tour October 23 and 24, 2021

Overview

Our Studio Tour is the oldest and usually the largest in the state of New Mexico. In recent years we have had more than 100 artists participate. It is an exciting weekend, attracting several thousand visitors, and providing sales which support both the artists and, through our voluntary contributions, community activities and groups within Eldorado.

Covid made it necessary to cancel our annual studio tour in 2020. The Board, working with results of surveying our members, decided to reschedule this year's studio tour from its usual May date to the fall. We checked the dates of other studio tours and events in the area and found that the October 23-24 weekend was the best choice for us. Perhaps in 2022 we can return to our spring weekend.

Who can participate?

In order to show in our Studio Tour, an artist must be a member of the EACA, with dues currently paid. If you paid your membership fee online anytime since November, 2020, you are up to date. If not, you need to first go online and pay your membership fee of \$25.00.

Artists must reside in, and show their work in studios located within, the Eldorado community. This is defined as the area which is directly accessed by any of the three main entrances into Eldorado from 285 (Avenida Amistad, Avenue Vista Grande, and Avenue Eldorado).

All communications and applications for the tour are done online. Participating artists need to be able and willing to access materials via a computer.

Artists must show their own work and be present in the studio for the tour hours 10 to 5 both Saturday and Sunday. Having multiple artists share studio space for the tour is encouraged. This often increases traffic and sales.

Support for First-time Participants

First-time participants, or those returning after an absence who wish some help, will be matched with mentors. You'll be contacted by your mentor soon after the close of the application period. That person will be available to help with questions and information as you prepare for the tour.

We also have a special orientation meeting for new artists during the week of July 12-16. This is held at the Library meeting room. The date and time will be announced when we get it clarified.

Application Process

Application Dates

The tour application is available on the eldoradoarts.org website as of June 4. Applications and fees are due no later than June 25. Applications received between June 25 and July 2 will be charged a \$50 late fee. No applications will be accepted after July 2.

If you have registered for the tour but wish to later withdraw, you will receive your full refund if you withdraw before June 25. If you drop out between June 25 and July 16, you will be issued a refund minus a \$50 penalty. Drop-outs after July 16 will receive no refund.

Studio Location

You will be asked to list the address of where you will be showing your art. This may be your own address or that of another artist. If you would like to be matched with another artist's studio, there is an opportunity for you to

say that on the application form. We will then help you find a suitable match.

Committee Membership

You will also be asked to list your preferences for committee work. Each artist is expected to contribute about 8 hours of work on one of the tour committees. This allows us to keep our costs down. A list of committees, their functions, and whether members are needed is available at the end of this document.

We do ask for feedback from committee chairs as to whether or not you have completed your share of work. If you have not, you may be required to pay the committee opt-out fee in the future.

You may choose to opt-out of committee work on the application; this will add a \$100 fee to your total.

Flag Holder

There is a question on the application asking whether you have a flag holder in place at your studio or not. This refers to the large flag/ banner that we install at each studio site for the tour. If you are showing at a studio (whether your own or another artist's) which does not yet have a flag holder, the Flags and Banners committee will arrange to put one in prior to the tour.

Regarding COVID restrictions

The EACA will comply with any state/city guidelines regarding COVID during the Studio Tour. If individual artists want to maintain specific requirements for visitors to their studios, we will assist in the following ways:

- If you want to require masks, we can put a mask symbol next to your studio photos in the brochure.
- If you want to require proof of vaccination, we can also put a symbol next to your brochure photos.

- We may also be able to provide signage for the exterior of your studio.
- If you are sharing a studio with other artists, you should all agree on the same requirements.

Completed applications

When you have completed the application and paid your fees, you will be emailed a receipt.

Summary of application fees:

Tour application	\$125
Committee opt-out	\$100
Sponsor opt-out	\$100
Late application fee	\$ 50

Finding Sponsors

Sponsorship by local businesses is a major source of our funding. These funds cover most of our advertising costs. Each participating artist is expected to bring in a minimum of \$100 from sponsors, but are encouraged to bring in more than that if possible.

Artists who wish to self-sponsor must pay an additional \$100 fee beyond the minimum sponsorship commitment.

A list of past sponsors who are "taken" by other EACA members is included in the Sponsorship Guidelines section. Please do not approach potential sponsors who are already committed to another artist. The guidelines include suggestions of who and how to approach potential sponsors.

You may choose to opt-out of soliciting sponsors by paying a fee of \$100. This will be included in your application process and fee.

Images and Text

You will be asked to provide an image of your art and text for the brochure and website. The deadline for these submissions is July 9. Specific instructions about these submissions will be sent out as an Image Request

Form to all confirmed participants. Late submissions will be charged a \$25 penalty.

Preview Gallery

The Preview Gallery provides an opportunity for visitors to see an example of each artist's work during the weekend of the Tour. Many of our customers make their decisions about which studios to visit based on what they see in the Gallery. Our location this year will be the Eldorado Community Center.

The Gallery will open on Friday evening, October 22, and be open during Tour hours over the weekend. We hope to be able to sell items directly from the Gallery as we did last year.

Artists will need to drop off their artwork for the Gallery on Wednesday, October 20 during to-be-determined hours. Further instructions on sizes, quantities, and labeling of Gallery artwork will be coming later in the summer. Artwork will need to be picked up on Monday during specific hours to be determined.

Community Donations

The EACA has a long tradition of giving back to the Eldorado community through donating a portion of our sales from the Studio Tour. This is voluntary, not a requirement. The suggested amount is 5% of your sales up to a maximum of \$75.

Our funds have in the past gone to support the Fire Department, the Library, arts programs at the Eldorado School, the Senior Center, and 285 Recycles. Please bring your contribution as cash or a check when you pick up your art from the Preview Gallery on Monday.

2021 Studio Tour Calendar

June 4	Applications open online
June 25	Last date for applications and fees Last date for drop-out with full refund
July 2	Last date for applications with penalty
July 9	Images due
July 12-16*	First meeting for new participants
July 12-16*	General planning meeting - all participants
July 16	Last date for drop-out with penalty
Aug 13	Sponsor monies due
Sept 20-24*	Second meeting for new participants All participants pick up materials, flags, etc.
Oct 20	Drop off art for Preview Gallery
Oct 22	Gallery Opening reception
Oct 23-24	Studios open 10-5 Preview Gallery open
Oct 25	Pick up art from Preview Gallery Drop off flags, banners Bring charitable donation.

* Indicates events for which location and exact date has not been finalized.