

## Artist Marketplace Time Line

### December

Mail out letter and application to the previous years award winners  
Mail out applications

### January

Get Jury (5 members from the Arts community) organized, jury location determined and room reserved (if not using UAF offices) Projectors and screen (from Webb Audio Visual) reserved for delivery on February 27<sup>th</sup> for the jury on the 28<sup>th</sup>.

### February

Begin selection of Artists of the day and Invited Artists. Accepted, waitlist and Not accepted letters are prepared for future mailings.

### February 6

Applications due. Begin separation of slides by medium.

### February 23 – 27

Slides organized into trays. Treats and coffee for morning and lunch for Jury arranged.

### February 27

Get money from Lisa for food. Set up projectors and arrange area for jury. Get ballots and supplies ready.

### February 28

Pick up food and coffee prior to Jury meeting at 9:00 am.

### March 1

Jury decisions tabulated. Winners and wait listers are determined.  
Thank you letters to jury are written and mailed.

### March 1-5

Not accepted letters mailed and slides returned

### March 8-12

Accepted and wait listed applicants notified of jury results. Contracts mailed with Yes letters

### March 29

Contracts and booth fees due. Prepare information packet and map for future mailing to artists.

### April 16

Last day to withdrawn and receive refund

### Mid April

Final selections for Artist of the Day and Invited Artists confirmed. Coordinate marketplace awards and ribbons with Lisa. Trophies needed are (4) Best of Show (4) Award of Merit and (1) Artists Choice. Ribbons needed are Returning Award Winner, Best of Show, Award of Merit, Artist of the day, Invited Artist, and Artists Choice.

### April 23

General information, including set up, tax information, insurance and security, booth information, map, and booth request form and a description of the Artist Marketplace awards mailed to the artists.  
Artists and marketplace information due for program (name, medium, state, city, phone #, and website)  
List of Artist names and city go to Scribe for signs to be delivered to the office by June 14<sup>th</sup>.

### **Mid May**

Coordinate with Salt Lake Tax Commission special events (297-6303). They will give you copies of the letter that goes to the artists about sales tax. This is included in the May 31 mailing. The tax commission will need credentials to get on-site during check-in and then on Sunday night to collect sales tax from artists.

### **May 31**

Artist set-up letters mailed with booth assignments and tax letter.  
Organize on-site juries; Artist Marketplace, SL Gallery Association Jury (get list from them), Board of Directors Jury (from Lisa), Sponsors Jury (from Patrick). Prepare on-site Jury credentials and ballot form (form to be finalized on morning of June 24 after artists are accounted for and replacements/additionals made.) Mail passes and credentials to the Tax commission.

### **June 18**

Organize artist check in packets, credentials and name signs. Booth sitting signs and booth sitter badges made. Gather supplies needed for on-site headquarters and artists stuff.

### **June 22**

Supervise booth layout and numbering or marketplace  
Supervise placement of Artists of the Day and Invited Artist canopies, displays, tables and signage.  
Set up Marketplace Headquarters (tent, tables, pepsi, and ice) Make sure you get a table for the tax commissions.  
Secure money for Juries (\$10.00) per person excluding Board of Directors. Also get award money for Best of Show artists and Artists choice winners (5 checks at \$500.00 a piece)

### **June 23**

Artists setup beginning at 10:00 am. Be onsite to assist with directions and questions. Prepare your HQ for artists hospitality and check-in.

### **June 24**

Artist check in and setup 7:00am – 11:00 am Be ready to call your local waitlisted artists to fill in for no shows. Last minute changes and additions are added to the Jury Ballots which are then printed and ready for the on-site juries which meet at 2:00 pm to judge artists. Make sure Lisa or Robyn and a photographer is available when Jury returns (give them a couple hours) Tabulate decisions and with photographer and staff representative, along with the jury (hopefully) present Best of Show winners with trophy, ribbon, and check.

### **June 25**

Artists vote for Artists Choice award. Collect ballots, tabulate and with Photographer & Staff representative, present awardee with trophy, ribbon and check. Make a list of all award winners and pass it out to the artists. Make sure the PR people get a copy of the list and that a copy gets posted in the Festival headquarters.

### **June 27**

Collect Marketplace Surveys and oversee the calm and proper egress of the artists. Assist all the little needs and crises that arise during this fun fun time. You and assistant must be present until all the Artists are gone because there are always issues with security and load out.

### **July**

Return wait listed slides. Compile and mail Artists Survey results to participants.  
Thank you letters to Artists of the Day and Invited Artists.