

2019 Open Your Eyes Studio Tour  
Timeline

DUE DATE	Task
3/29/2019 - Friday	Registration deadline to be an artist on the 10 <sup>th</sup> Annual Open Your Eyes Studio Tour. <b>Limited to 50 artists from Winsted, New Hartford, Barkhamsted and Colebrook on a first come, first served basis.</b>
4/15/2019 - Monday	Send images and artist statement to: <a href="mailto:Maddie@artsnwct.org">Maddie@artsnwct.org</a> .  <b>IMAGE/STATEMENT REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Send 6 images of your work</li> <li>• Images must be hi res, 300 dpi</li> <li>• Good contrast/not blurry so they can be used for print</li> <li>• No thumbnails – minimum of 600 x 600 pixels.</li> <li>• Image file name must fit this format: last name_01_title</li> <li>• Artist statement needs to be a minimum of 100 words.</li> </ul>
During April & May, 2019	The Arts Council will conduct <b>pre-studio tour visits (15-30 min each) at STUDIOS LOCATED IN PRIVATE HOMES ONLY</b> . A representative from the Arts Council will meet with artists and go over safety/parking concerns. Dates TBD.
June	The Arts Council will need to confirm locations/details of studios for the printed map. Maddie will reach out individually throughout June.
7/1/2019 - Monday	<b>Pick up promo package</b> from Arts Council office at <b>40 Main St, Suite 1, Torrington CT 06790</b> . (Includes posters to distribute, etc).  <b>Eventbrite registration for tourists</b> and <b>Cocktail Party registration</b> will be open by this day. You will receive a promo package for the web in your email that will include the link for tourists to register, Facebook event link, and all jpeg images to put on your social media/website.
By 7/12/2019	Post Open Your Eyes Studio Tour posters around your area and email promotions by this day.

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	<p>Be sure to share the Facebook events for the tour weekend and Cocktail Party (8/16). The more you promote yourself on the tour, the more visitors will come to see you and your work!</p>
8/9/2019 - Friday	<p><b>RSVP no later than 8/9</b> if you are attending the OYE Cocktail Party Benefit (location TBD). Artists are our guests; plus-ones receive a discount code to use on Eventbrite.</p>
8/16/2019 – Friday 6 pm	<p><b>OYE Cocktail Party Benefit</b> (location TBD), 6 pm.</p>
8/20/2019 – Tuesday <b>Mandatory</b>	<p>*Artists pick up tour weekend materials from Arts Council office in Torrington. (This includes road signs &amp; where to put them, sign in sheets, extra maps, Arts Council info/brochures, and other materials).</p>
8/24 & 8/25 Saturday and Sunday	<p>*Studio Tour days, 10-5 Saturday, 10-4 Sunday. Lunch breaks from 12-1. Artists <b>MUST</b> be present in their studios during both days of the tour.</p> <p>Saturday, 8/24 evening – Open Your Eyes After-party, 6 pm, location TBD, more info to come.</p>
8/27 – 8/30 – Tuesday thru Friday	<p>*Return all Studio Tour materials that the Arts Council provided to our Torrington office (see location above).</p>

\*Timeline is subject to change. Maddie will contact you immediately with an updated timeline if there are any changes made.