

**The success of Open Studios relies on everyone doing their part.
Please Note: You Must Volunteer!**

If you are opening your studio you must volunteer for at least two of the following! Please number 1 and 2 for your preference.

- Courier** (deliver a package around town by car or bike -- usually press info)
- Group Show** (assisting in the hanging, organizing, staffing drop off, or pickup etc) _____
- Data entry** (typing up info for the brochure, or updating the fpac database)
- Raffle Donations** (getting raffle prizes donated, helping to organizing the raffle details)
- Raffle Sales** (sell raffle tickets in your studio before and during Open Studios)
- Neighborhood Leafletter** (posting flyers around the neighborhood when needed)
- Sign Distribution & Retrieval** (put out heavy signs and sandwich boards Friday of OS, and/or collect on Sunday)
- Brochure Distribution** (keeping brochures supplied at 300 Summer St. Lobby, Midway, and 249 A St. Lobby)
- Local Promotional** (Brochure, Poster, and Postcard distribution around Fort Point and Downtown)
- Coordinate Poster Distribution** (make sure people have posters, assign & track specific areas)
- Outside Promotional:** I can distribute materials in _____ (neighborhood/town)
- Blow up Balloons and distribute** (Friday of Open Studios)
- Banner Retrieval** (locate Building Banners and return them to the FPAC Office AFTER OPEN STUDIOS)
- General Help** (willing to help out with whatever task comes up)
- Other** (specify)

Special skills I have that may be helpful:

FPAC Web Portfolios:

Want an easy quick and affordable way to have a web presence, or enhance the one you already have?

Sign up for an FPAC website portfolio. You can look at samples on the MEMBERS page of our website, www.fortpointarts.org

Submit 10 images, plus one portrait image, a short statement, and your contact information on a CD. Please number your images in the jpeg title to indicate the order they should be viewed (MarySmith1.jpg, etc). Images must be 72 dpi and measure no larger than 300 pixels in any dimension. Web portfolios are good for one year, and can be updated or changed throughout the year.

The cost is \$40.00 annually; please submit information and payment with your open studios registration if possible.

About Press/Publicity

Please submit good quality high-resolution images of your work!

We use images of artwork, the neighborhood, or artists working in their studios to publicize Open Studios. We can also use them to build visibility for the arts community here throughout the year. If you submit images we will use them in press mailings, or possibly for other projects designed to boost our visibility like the FPAC Calendar, rack card, etc.

Please send good quality images to Gabrielle Schaffner via email at gsos@rcn.com or to the FPAC office on CD.

Format must be jpg/jpeg at 300 dpi, and not greater than 2MB. Please make sure the file name includes your name, i.e.: "MBrown-painting.jpg".

Please check one or otherwise indicate your intentions:

- you may use the images I enclose for press, and /or other FPAC promotionals including the fpac calendar, rack cards, etc.
- please do not use the images I enclose for anything other than Open Studios Press

Stay Informed!

Most Open Studios correspondence and updates will be via the FPAC egroup <fpacmembers@yahoo.com>. If you do not get fpacmember email, consider signing up for it. To do so, please contact Gabrielle.

[] Check here if you can only be contacted by phone

Questions? Ideas?

Please contact Gabrielle Schaffner at gsos@rcn.com or stop by the FPAC Office 10-6 Thursdays