

PARTICIPATING ARTIST CHECKLIST

BEFORE THE ART WALK

1. Review the list of Available Business Locations and select a location you would prefer to show your work in. We encourage you to reach out to the business you would like to host your work. Many businesses may not know about the Art Walk this September. The relationship between artists and businesses is part of what makes this event so great. Please do not hesitate to reach out and connect with a business you think could really showcase your craft.

2. Contact your preferred business location using the listed contact information. Share samples of your work with that business and confirm that you and your selected business can work together. You and the host business can make arrangements regarding the set-up/ method of display/ teardown/ sales of your work/ promotion planning. Please do not fill out the registration form until you have confirmation that you and your host business have an agreed partnership for the Art Walk.

3. Fill out and submit the Artist Registration Form. This will include agreeing to the digital Waiver of Liability and paying your $25 participation fee. Please also request to have your host business submit the Business Registration Form.

4. After the Pop-up Art Walk Committee has received your registration form and the $25 fee you will be added to the Laramie Pop-up Art Walk Map and promotional materials. The deadline for registration is August 15th. Artists who do not register or fail to pay their participation fee by the deadline will not be included on the marketing and promotional materials.

5. All artists are expected to be present Friday the 10th and Saturday the 11th. You and your host business are encouraged to work together to create a mini event to promote you and the business. This is meant to be a time of celebration to spotlight you, your work and our downtown business community. This is a great opportunity for people to spend more time with you and possibly buy your work. We hope this will also encourage people to spend more time shopping in the host business.

6. Prior to the art walk, on Monday August 30st, artists will be expected to attend an artists meeting. At this meeting you will receive your marker flag and promotional materials. We will also go over best practices for hanging and displaying work in your host business. We will discuss sales options and tax protocols. This is a great time to ask questions and meet each other. You will be notified of the location and time of that meeting by email.
DURING THE ARTWALK
1. All of your artwork must be hung/on display in your host business by the advertised start time of the art walk. Monday September 6th.
2. All artists are also expected to include an artist statement/biography and a photo of themselves with the artwork display. This should also include your contact information and the preferred method for buyers to purchase your work. If you have social media accounts/hashtags it would be excellent to include them with this information. This will be on display throughout the week. This will help people know who you are and what your artist goals are when you are not present.
3. Your marker flag should be displayed securely outside your business location in order to attract people to your location.
4. Be present in your host business with your artwork during Friday, September 10th and Saturday, September 11th.
5. Have all your work taken and down and your host space cleaned by the end of the day on Sunday September 12th.

All large scale artwork purchased throughout the week is encouraged to remain on display until this closing Saturday. This allows Art Walk viewers to enjoy the entirety of your show throughout the week. Buyers can pick-up work and finalize purchases with you on the closing Saturday.

AFTER THE ARTWALK
1. PLEASE fill out our survey. It really helps us improve the event and to apply for funding.
2. Pay attention to our social media and marketing outlets. We hope to someday see this event expand to more than once a year.