

April 1, 2007

Dear Working Women Artist,

Thank-you for your interest in participating in the WWA 2007 Spring show at the East Lansing Public Library.

With this cover letter you will find a:

- Show timeline and volunteer needs sheet
- Artwork inventory sheet
- Copy-ready show card sheet that you can copy and cut into postcards to promote the show to coworkers, friends and family

Timeline: The show dates are **Wednesday, May 2 through Thursday, May 31 with opening reception on Sunday, May 6 from 1:30 to 4 p.m. Please read the Timeline and Inventory sheets carefully!** We have a very limited amount of time to take in art and hang the show so your work must be ready to hang, inventory sheets completed in advance, your artist statement ready to put in the show book and everything at the East Lansing library show site on Tuesday, May 1, from 5 to 6 p.m. The end of the show art pick-up date will be Thursday May 31 from 5-9 p.m. If you are unable to drop off or pick up your work in person make arrangements to have someone else do that for you during the scheduled times. There is no storage capability at the library.

Sales: Note that the library staff cannot tender money for sales. If you have artwork you would like to offer for sale, the prices and your contact information will be provided on an inventory list at the main library desk so that potential buyers can either contact you directly.

Hanging: The volunteers who are hanging the show will make every effort to hang all work that is submitted. Note, however, that due to the limitations of the gallery space and the unknowns of how the work will fit together, we may not be able to exhibit every piece. You will be notified if you have artwork that was unable to be hung and needs to be returned.

Volunteer Jobs: There is a list of jobs that need helpers on the timeline sheet –please volunteer for at least one. If your availability changes, please notify Marian Reiter so more help can be recruited.

Reception: If possible, please be at the opening reception on Sunday, May 6 from 1:30 to 4. Invite your friends, family and co-workers!

Contact: If you have further questions, contact Marian Reiter at:
Home Phone: 339-3505; Cell phone: (517)449-8864; Email: mmreiter@aol.com

See you at the show check-in, 5-6 p.m. on Tuesday, May 1!

The mission of Working Women Artists is to support the growth of artists at all levels of creative development, who work in diverse areas of fine and applied arts. WWA actively encourages the exploration and sharing of arts information through group exhibits, hands-on educational workshops, presentations, studio visits, trips and online networking.

WWA 2007 Spring Show Timeline & Volunteer Needs:

April 15: Show PR

Show participants distribute copy and distribute cards.

Media contacts:

(NOTE: library will send releases to local new media including LSJ's What's On, Town Courier, City Pulse, WKAR)

- Lynn Hershberger (media releases)
- Marian Reiter (WWA statement to Friends of the Library staff with photo for distribution. Deadline April 15.)

May 1, Tuesday, 5 to 6 p.m.:

Show check-in

6 to 9 p.m.: Show hanging

IMPORTANT: Please have all artwork turned in before hanging begins at 6 p.m. Bring work to the northwest entrance of the library.

Artists must bring:

- Artwork ready to hang or display with hanging materials
- Artist statement sheet (1 to 2-pages, 8 ½" x 11" design (vertical) and content is up to you. Marian has examples from our notebook for the 2003 show.)
- Signed artist inventory sheet

Check-in and hanging volunteers:

- MargaBeth Cibulka (provide \$120 check for E. Lansing Library)
- Marian Reiter (will bring labels and artist statement book; containers for display; artist book)
- Jane Rosemont
- Lynn Hershberger
- Gail Bohner
- Zahrah Resch
- Maureen Ryan
- Joanne Weidig
- Uto Iha

May 6, Sunday, 1:30 to 4: Reception

1 to 1:30 p.m. Reception Set-up

Reception set-up volunteers:

- Volunteer needed to assist the "Friends of the Library"

Reception clean-up volunteers:

- Everyone!

Reception music volunteers:

- Lynn Hershberger (live acoustic music)

Refreshments:

(Note: Friends of EL Library will provide a CD-player, table set-ups, fresh flowers, beverages and desserts.)

Volunteers needed to bring:

- fruit
- veggies
- cheese and crackers
- other finger food?

May 31, Thursday, 5 p.m. to 9 p.m.

Show take-down; artwork pick-up

Take down and check-out volunteers:

- Marian Reiter
- Joanne Weidig
- Volunteer?
- Volunteer?
- Volunteer?

WWA 2007 Spring Show Artwork Inventory Sheet

Bring this sheet with your artwork and Artist Statement on Tuesday, May 1. No art will be accepted with incomplete information or after hanging starts at 6 p.m. Pick-up time is Thursday, May 31 from 5 to p.m. If you are unable to check-in or pick-up your work at the scheduled times, you must arrange in advance to have someone else do this. Artwork that is not picked up during the designated time cannot be stored. **Working Women Artists cannot guarantee condition or return of unclaimed art.**

Artwork Instructions and Guidelines:

Each piece of artwork must be:

- Clearly identified (on backside or underneath if possible) with the artist's name, title, medium, price and inventory number. Any special exhibit instructions should be attached to the art.
- Framed and/or ready to hang or display. Frames and matting should be in good condition and professional quality. Plexiglas or acrylic are preferred over glass for large framed art. (Note: Wall art will be suspended from S-hooks and chains on a picture rail system.)
- No more than 11" in depth (thickness) Showcases are 12" deep.

Artist Statement:

You are required to provide a 1 to 2-page 8 ½" x 11" (vertical layout please) artist statement. This will be added to our artist book (clear page protectors will be provided) which will be on display throughout the month. Include:

- Your name (required)
- Contact information (optional)
- Background (optional)
- Information about your artwork in the show or your work in general such as media, processes, philosophy, etc. (required)

Artist Name: _____

Phone: _____ Email: _____

Address: _____

1. Title: _____ Media: _____

Price (if for sale): _____

2. Title: _____ Media: _____

Price (if for sale): _____

3. Title: _____ Media: _____

Price (if for sale): _____

4. Title: _____ Media: _____

Price (if for sale): _____

5. Title: _____ Media: _____

Price (if for sale): _____

I agree to release Working Women Artists of any responsibility for theft or damage to artwork listed on this inventory sheet.

Artist's Signature: _____ Date: _____

Working Women Artists Spring Show

May 2 – 31, 2007

East Lansing Library

North Gallery

950 Abbott Rd., E. Lansing

Opening Reception:

Sunday, May 6, 1:30 – 4 p.m.

Music by Lynn & Brian of the

Fabulous Heftones crooning love's tunes of the '20's

Glass • Prints • Photography • Collage • Fiberart • Painting • Ceramics



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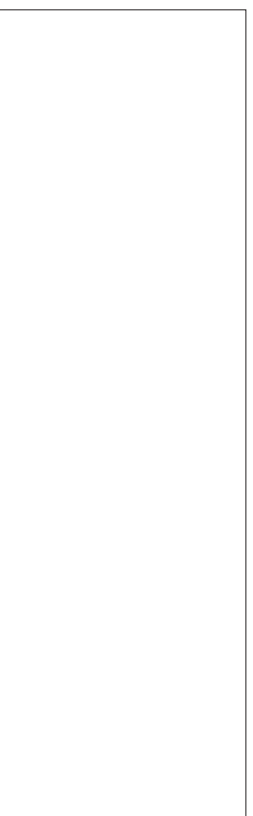
276 in. (23 ft.) Wide



58 in. High
(12 in. Deep)

North Wall Showcase

192 in. (16 ft.) Wide



58 in. High
(12 in. Deep)

South Wall Showcase

Contact: Pat Rist Phone: 351-6414
(Volunteer who arranges shows for E. Lansing Library)