



Open Studio Tours Online 2020

Registration Form Guide

REGISTRATION DEADLINE: November 20, 2020 (11:59pm)

This document has been provided to you as a resource but is not an official registration form. Artist Registration can be found at

<https://ost.artsfoundtucson.org/registration/>.

Please read through this document before registering to help you prepare for the registration process. Questions with an asterisk (*) next to them are required questions and must be answered before moving on to the next section.

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SECTION 1 - General Questions

QUESTIONS:

- **Applicant Legal Name*** - For internal use only. Will not be listed on the website.
 - [Text Box]

- **Applicant Artistic Name*** - Enter your preferred Artistic Name. This will be the name that will appear on Open Studio Tours publications and website. (Full name, LLC name, or etc.)
 - [Text Box]

- **Applicant Pronouns** - Enter your preferred pronouns that will appear on Open Studio Tours publications and website.
 - [Text Box]

- **Applicant Phone Number*** - For internal use only. Will not be listed on the website.
 - [Text Box]

- **Applicant Email*** - For internal use only. Will not be listed on the website.
 - [Text Box]

- **Applicant: County*** - For internal use only. Will not be listed on the website.
 - Cochise
 - Graham
 - Greenlee
 - Pima
 - Pinal
 - Santa Cruz
 - Yuma

- **Applicant: City of Tucson Ward*** - For internal use only. Will not be listed on the website. To find your Ward go to: [City of Tucson Ward Maps website](#).
 - Ward 1
 - Ward 2
 - Ward 3
 - Ward 4
 - Ward 5
 - Ward 6
 - Outside City of Tucson boundaries

- **Applicant: Pima County Supervisorial District*** - For internal use only. Will not be listed on the website. To find your District go to [Pima County's website](#).
 - District 1
 - District 2
 - District 3
 - District 4

- District 5
- Outside Pima County boundaries

SECTION 2 - Demographic Information

This information will be used for reporting and internal purposes only. Personally identifiable information will NOT be disaggregated nor made public in any way.

QUESTIONS:

- **I was born in the following range of years...***
 - 1946 or earlier
 - 1947-1964
 - 1965-1980
 - 1981-1996
 - 1997 or later
 - I prefer not to answer

- **I self-identify as...*** - Check all that apply.
 - Female
 - Genderqueer/gender non-conforming
 - Intersex
 - Male
 - Two Spirit
 - I prefer to self-describe
 - [Text Box] I prefer to self-describe as...*
 - I prefer not to answer

- **I self-identify as transgender...***
 - Yes
 - No
 - I prefer to self-describe
 - [Text Box] I prefer to self-describe as...*
 - I prefer not to answer

- **I self-identify as...*** - Check all that apply.
 - Asexual
 - Bisexual
 - Demisexual
 - Gay
 - Heterosexual or straight
 - Lesbian
 - Pansexual
 - Queer
 - Same Gender-Loving
 - Two Spirit
 - I prefer to self-describe
 - [Text Box] I prefer to self-describe as...*
 - I prefer not to answer

- **I self-identify as a person living with a disability (a sensory, physical, mobility, health or age-related, cognitive, mental health, or other impairment or medical condition)...***
 - Yes
 - No
 - I prefer to self-describe
 - [Text Box] I prefer to self-describe as...*
 - I prefer not to answer

- **How do you self-identify your race/ethnic/cultural heritages? Please self-describe:***
 - [Text Box]

- **Which census-based categories best describe your cultural heritage(s)?* - Check all that apply.**
 - American Indian/Native American/Alaska Native/Indigenous/First Nations
 - Arab/Middle Eastern
 - Asian/Asian American
 - Black/African American/African Diaspora
 - India Subcontinent
 - Latino/Latinx/Hispanic/Latino Diaspora
 - Native Hawaiian/Pacific Islander
 - White/Caucasian/European
 - I prefer not to answer

- **Which of the following categories best describes your annual total household income?***
 - \$15,000 or less
 - \$15,000 to \$24,999
 - \$25,000 to \$34,999
 - \$35,000 to \$49,999
 - \$50,000 to \$74,999
 - \$75,000 to \$99,999
 - \$100,000 to \$149,999
 - \$150,000 to \$299,999
 - \$300,000 or more
 - I prefer not to answer

SECTION 3 - About the Artwork

This section is for you to identify the artistic mediums you work with. This information is also required so attendees of Open Studio Tours Online can easily find your individual artist page based on your artistic medium and pricing categories.

All information provided in this section may be used on the Arts Foundation for Tucson and Southern Arizona's Open Studio Tours website, on promotional materials, in public relations information, and in social media for the tours.

QUESTIONS:

- **Primary Artistic Medium***
 - Ceramic
 - Drawing
 - Fiber/Textile
 - Furniture
 - Glass
 - Home/Decor
 - Jewelry
 - Leather
 - Metal
 - Mixed Media 2D & 3D
 - Painting
 - Performing Arts
 - Photography
 - Printmaking/Graphics
 - Sculpture
 - Toys
 - Wood
 - Other
 - [Text Box]*

- **Secondary Artistic Mediums** - Select up to two other artistic mediums.
 - Ceramic
 - Drawing
 - Fiber/Textile
 - Furniture
 - Glass
 - Home/Decor
 - Jewelry
 - Leather
 - Metal
 - Mixed Media 2D & 3D
 - Painting
 - Performing Arts
 - Photography

- Printmaking/Graphics
- Sculpture
- Toys
- Wood
- Other
 - [Text Box]*

- **Artwork Pricing Categories*** - Select all that apply.
 - \$: 1-150
 - \$\$: 151-500
 - \$\$\$: 501-1000
 - \$\$\$\$: 1001+

SECTION 4 - Artist Portrait and Artistic Work Samples

These images will be shown at the top of your Artist Page and will be the first images that people see when they click on your name from the list of artists. The images should be an accurate and compelling representation of your work that drives attendees to interact with the rest of your Artist Page.

- One Artist Headshot will be required and up to three Artistic Work Samples are allowed (minimum of one Artistic Work Sample required).
- Refer to the guidelines for instructions on how to prepare your materials.
 - [Photos - Artist Resources Page](#)
 - [Image Upload Requirements](#)

All information provided in this section may be used on the Arts Foundation for Tucson and Southern Arizona's Open Studio Tours website, on promotional materials, in public relations information, and in social media for the tours.

QUESTIONS:

- **Artist Headshot***
 - [File Upload]
- **Artist Headshot Photo Credit***
 - [Text Box]
- **Artwork Sample #1***
 - [File Upload]
- **Artwork Sample Title #1***
 - [Text Box]
- **Artwork Sample #2**
 - [File Upload]
- **Artwork Sample Title #2**
 - [Text Box]
- **Artwork Sample #3**
 - [File Upload]
- **Artwork Sample Title #3**
 - [Text Box]

SECTION 5 - About the Artist/Artistic Process

Please keep in mind that this year's Open Studio Tours will be conducted entirely online.

This section allows you to describe yourself as an artist and the work you create which is important as attendees are unable to physically visit your studio and speak with you in person. Images and videos tend to draw the most attention, however other ways of uploading your Artist Bio and description of your Artistic Process are also available. The goal of this section is to capture the attention of each attendee so they will visit your website/social media pages and want to participate in your Virtual Studio Tour during Open Studio Tours Online.

- Select from the formats below to upload descriptions of your Artist Bio/Artwork Process. Refer to the resources and requirements pages for instructions on how to properly prepare your materials based on the format you select.
 - Text (Limit of 1200 characters for each section)
 - Audio Files (Up to 2 audio files for each section with optional audio transcription)
 - [Creating Audio Files - Artist Resource Page](#)
 - [Audio Upload Requirements](#)
 - Images with Written Captions (Up to 3 images with written captions for each section, 350 character limit per caption)
 - [Photos - Artist Resources Page](#)
 - [Image Upload Requirements](#)
 - Video Link (One link to a video uploaded to YouTube for each section)
 - [Posting YouTube Videos - Artist Resources Page](#)
 - [Video Upload Requirements](#)

All information provided below may be used on the Art Foundation for Tucson and Southern Arizona's Open Studio Tours website, on promotional materials, in public relations information, and in social media for the tours.

QUESTIONS:

- **Upload your artist bio in one of the following formats.*** - Describe how you became an artist, your artistic philosophies, any major projects attendees might be interested in learning about, etc.
 - Text (Limit of 1200 characters)
 - Artist Bio Text*
 - [Text Box]
 - Audio Files (Up to 2 files, minimum requirement of 1 file)
 - Artist Bio Audio File #1*
 - [File Upload]
 - Artist Bio Audio Transcription #1
 - [Text Box]
 - Artist Bio Audio File #2

- [File Upload]
 - Artist Bio Audio Transcription #2
 - [Text Box]
 - Images with Written Captions (Up to 3 images with written captions, 350 character limit per caption)
 - Artist Bio Image #1*
 - [File Upload]
 - Artist Bio Image Caption #1*
 - [Text Box]
 - Artist Bio Image #2
 - [File Upload]
 - Artist Bio Image Caption #2
 - [Text Box]
 - Artist Bio Image #3
 - [File Upload]
 - Artist Bio Image Caption #3
 - [Text Box]
 - Video Link (One link to a video uploaded to YouTube)
 - Artist Bio YouTube Link*
 - [Website Link]
- **Upload a description of your artistic process in one of the following formats.*** - Describe how you create your artwork, some of the tools you use, unique processes you utilize, etc.
- Text (Limit of 1200 characters)
 - Artistic Process Text*
 - [Text Box]
 - Audio Files (Up to 2 files, minimum requirement of 1 file)
 - Artistic Process Audio File #1*
 - [File Upload]
 - Artistic Process Audio Transcription #1
 - [Text Box]
 - Artistic Process Audio File #2
 - [File Upload]
 - Artistic Process Audio Transcription #2
 - [Text Box]
 - Images with Written Captions (Up to 3 images with written captions, 350 character limit per caption)
 - Artistic Process Image #1*
 - [File Upload]
 - Artistic Process Image Caption #1*
 - [Text Box]
 - Artistic Process Image #2
 - [File Upload]
 - Artistic Process Image Caption #2

- [Text Box]
 - Artistic Process Image #3
 - [File Upload]
 - Artistic Process Image Caption #3
 - [Text Box]
- Video Link (One link to a video uploaded to YouTube)
 - Artistic Process YouTube Link*
 - [Website Link]

SECTION 6 - Hosting a Virtual Studio Tour

The Arts Foundation for Tucson and Southern Arizona and Open Studio Tours are only supporting online studio tours this year (2020) and they do not support in-person gatherings or tours of any kind.

The point of the Open Studio Tours is to connect attendees with artists in a creative space, allowing the attendees to see the workspace in which the magic happens. Attendees can then learn about the artists' creative processes and see the time, skill, and hard work that goes into creating different forms of art which helps to build connections between artists and attendees. Due to this, the virtual studio tours are one of the most important elements of the registration process and are a requirement for participation in Open Studio Tours Online.

There are multiple ways to host a Virtual Studio Tour, please select at least one. Be sure to refer to the resources and requirements pages for instructions on how to properly prepare your materials based on the format you select.

- Host a 30-minute Zoom meeting where you will show people around your studio, show them your work, answer questions, give a short demonstration, etc.
 - [Zoom Virtual Studio Tours - Artist Resources Page](#)
- Upload up to 3 images of your studio with text descriptions, talking about your studio and how you create your work in it. (350 character limit per caption)
 - [Photos - Artist Resources Page](#)
 - [Image Upload Requirements](#)
- Upload a YouTube link of a pre-recorded studio tour where you can show people around your studio, show them your work, give a short demonstration, etc.
 - [Posting YouTube Videos - Artist Resources Page](#)
 - [Video Upload Requirements](#)

Hosting a Zoom meeting is the recommended way of participating as it will allow attendees to experience your studio as you “walk” them around, allow them to speak directly with you, and ask questions about your studio and artistic processes. We hope that this will recreate the open studio tour experience of past years in a virtual setting. We understand that this method might not be convenient for everyone, so other options are also available for you to be able to participate with your own version of a Virtual Studio Tour. Please note, if you commit to hosting a Zoom meeting it will be put on a calendar and you will be expected to host and interact with your online attendees at the time selected. Do not commit to hosting if you are unable to do this.

Please keep in mind that each Zoom Virtual Tours time slot will only be available for one artist. We recommend thinking of a few times that will work for you prior to registering in case one of your preferred meeting times has already been filled by another artist. When registering, any timeslot that has already been filled will be marked as unavailable and will prompt you to select another timeslot. Registering early will give you a better chance to select the timeslot you prefer. Meeting times will be available for the dates of November 27-December 6, 2020 from 9am-4:30pm.

All information provided below may be used on the Arts Foundation for Tucson and Southern Arizona's Open Studio Tours website, on promotional materials, in public relations information, and in social media for the tours.

QUESTIONS:

- **There are multiple ways to host a Virtual Studio Tour. Check all that apply.***
 - Zoom meeting scheduled during the week of Open Studio Tours: Host a 30-minute live Zoom meeting where you will show people around your studio, show them your work, answer questions, give a short demonstration, etc.
 - Enter the link to the Zoom meeting room you will be using during your Zoom Virtual Studio Tour.*
 - [Website Link]
 - Select Meeting Time for your Zoom Virtual Studio Tour from this list.*
 - [List of Available Meeting Times] - Meeting times will be available for the dates of November 27-December 6, 2020 from 9am-4:30pm.
 - Descriptive images of your studio: Upload up to 3 images of your studio with descriptive text that captures the essence of your working environment and the tools you use to create artwork. (350 character limit per caption)
 - Studio Image #1*
 - [File Upload]
 - Studio Image Caption #1*
 - [Text Box]
 - Studio Image #2
 - [File Upload]
 - Studio Image Caption #2
 - [Text Box]
 - Studio Image #3
 - [File Upload]
 - Studio Image Caption #3
 - [Text Box]
 - Pre-recorded video of studio tour: Upload a YouTube link of a pre-recorded studio tour where you can show people around your studio, show them your work, give a short demonstration, etc.
 - Upload YouTube link to a pre-recorded studio tour*
 - [Website Link]

SECTION 7 - Contact Information

This section will provide you with ways to share how attendees can get in touch with you if they are interested in purchasing your artwork or connecting with you. Websites and social media links are generally the preferred method of contact by attendees, as they can view more examples of your work, learn more about you as an artist, purchase your artwork, and engage with you directly (follow/like/share/comment on social media). These sources also can potentially provide continued interactions after Open Studio Tours Online is finished.

Information has been provided to you via the Artist Resources page which can help you explore creating a new website or post effectively on social media.

- [Websites - Artist Resources Page](#)
- [Social Media - Artist Resources Page](#)

All information provided below may be used on the Arts Foundation for Tucson and Southern Arizona's Open Studio Tours website, on promotional materials, in public relations information, and in social media for the tours.

QUESTIONS:

- **How can visitors best purchase art from you? Please answer as if you are writing instructions for the visitor to follow.**
 - [Text Box]
- **What items do you want included in the contact section of your Artist Page?**
 - Email Address
 - [Text Box]
 - Phone Number
 - [Text Box]
 - Artist Website
 - [Website Link]
 - Facebook
 - [Website Link]
 - Instagram
 - [Website Link]
 - Twitter
 - [Website Link]
 - Name of Physical Studio
 - [Text Box]
 - Address of Physical Studio
 - [Address Fields]
 - Phone Number of Physical Studio
 - [Text Box]
 - Website of Physical Studio
 - [Website Link]

SECTION 8 - Additional Questions

QUESTIONS:

- **Would you like to be considered for social media promotion by the Arts Foundation?***
 - Yes
 - No

- **Would you like more information about being considered for a pre-recorded Artist Showcase to be released during Open Studio Tours Online?***
 - Yes
 - No

- **Consent***
 - I acknowledge that all the information provided in this registration form is accurate and any images, audio, or video recordings are owned by the applicant artist. If indicated that the applicant will host a Zoom Virtual Studio Tour, the artist commits to upholding the scheduled time that was indicated on the registration form.