



2016 Artist Request Letter
The Blanden Memorial Art Museum – December 3, 2016

To Whom It May Concern:

The Blanden hopes that you will take a few moments to read about our upcoming event and decide to participate as one of our artists.

On Saturday, December 3, 2016, from 4 PM until 8 PM we will be hosting our Holiday Open House, featuring artists selling their artwork, musical entertainment, and silent auction. We anticipate approximately 300 guests at this function and the funds raised will go toward our Art Education Program. To make this event as exciting and extravagant as we hope we will need your help!

Each artist reserving a table is asked to donate an item for the silent auction. Besides the donated item, we are asking for a fee of \$20, this small fee will help support young artists at the Blanden through the art education programs. In exchange, you will receive some excellent community exposure and advertising. Your name will be listed on our website promotion. Also, it will be printed on the programs, posters, and bid sheet. A 6' table will be provide to each artist.

You may deliver your donation to the museum or make arrangements for it to be picked up. In order for your item to be included on the website promotion we must receive it by Tuesday, November 22, 2016. Please fill out the enclosed Artist Request Form and return it to the Blanden. Artists are asked to have their table ready by 3:30 PM the evening of the event.

If you have any questions please do not hesitate to contact us. Thank you in advance for considering our request and for supporting the Blanden Memorial Art Museum.

Eric Anderson, Director

The Blanden Memorial Art Museum mission is to provide engaging learning opportunities that center on creative exhibits and programing. Integrating the visual arts into everyday life.

More Than a Museum!

Blanden Holiday Open House - Artist Request Form

APPLICANT NAME: _____
(Last) (First) (Middle Initial)

ORGANIZATION NAME: (if applicable) _____

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE NUMBER: _____

E-MAIL ADDRESS: _____
Acceptance and artist information will be communicated only via email. Please include a frequently monitored e-mail address.

WEBSITE AND/OR FACEBOOK LINK: _____

DESCRIPTION OF WORK BEING SOLD: _____

The Blanden Art Museum does not ask for any portion of sales made during the event. Donations are always welcome.

Artists participating at the Blanden Holiday Open House are asked to donate a work of art or item to the Silent Auction that will be held during the event. Proceeds from the silent auction go towards to the Blanden Art Education Fund. We ask that the work either be dropped off or picked up no later than one week before the event. This ensures us enough time to photograph, and market the item prior to the event.

DONATED ITEM: _____

APPROXIMATE RETAIL VALUE: _____

Please select one of the following: _____ Deliver to museum _____ Arrange for a pick-up

_____ Unable to attend; however, I wish to donate an item for the silent auction.

_____ \$20 table fee Cash _____ Check # _____

Thank you for your support!

Return this form to the Blanden by Tuesday, November 22, 2016.