

"Stories We Tell" Artist Timeline

(Updated 8/31/23)

2/22/24 2:24pm MST - 2/24/24 4:24pm MT (Denver time)

Dates and times may change. This timeline provide a basic outline of the show artist schedule. We recommend attending all zoom meetings, or at least the first and last (for returning artists). If you need to miss a meeting, please review the recording within a few days. As always, we are available to answer questions and assist you before, during and after the show.

<input checked="" type="checkbox"/>	Date/Due Date	Task	Notes
AUGUST			
<input checked="" type="checkbox"/>	8/30/23, 2pm MT	**Attend First Artist Zoom meeting**	Agenda: Introductions, Artist onboarding process, Show overview and timelines
SEPTEMBER			
<input type="checkbox"/>	9/1/23	Artist Onboarding- Create Artist Bio page - Credentials will be sent 9/1 or 9/2	Portal opens 9/1 to upload artist bio, quote, 5 facts, samples of work (NOT show pieces, use format LastName_FirstName_Sample1), etc. -Please finalize by 9/20 (Artist pages will start going live on the website in early November)
OCTOBER			
<input type="checkbox"/>	10/15/23	Submit 100 pieces of marketing material	Mail to: Jennifer Steck, 15 S. Tamarac Street, Denver, CO 80230 by 10/15
NOVEMBER			
<input type="checkbox"/>	November	Invite your top five collectors to receive a C+ membership	Coupon codes will be provided. Coupons must be redeemed by 1/15.
DECEMBER			
<input type="checkbox"/>	12/5/23, 2pm MT	Artist Zoom meeting - attend or watch recording	Agenda: Uploading artwork process, portal open 12/15 , shipping, marketing tidbits
JANUARY			
<input type="checkbox"/>	1/11/24, 2pm MT	Artist Zoom meeting - attend or watch recording	Agenda: Artwork uploading, marketing, Artist reception, record thank you and invitation messages
<input type="checkbox"/>	1/21/24, midnight MT	Complete all artwork uploads and edits	Images (LastName_FirstName_Title), details and artist notes for all pieces (including all edits) are due January 21st . Once the catalog/show page are complete, we will send links to review for accuracy (early Feb.)
FEBRUARY			
<input type="checkbox"/>	2/8/24, 6pm MT	Attend Artist Reception 1- Zoom	We will be hosting and recording two live artist receptions for art lovers. We strongly encourage you to participate in one of them.
<input type="checkbox"/>	2/15/24, 6pm MT	Attend Artist Reception 2 - Zoom	We will be hosting and recording two live artist receptions for art lovers. We strongly encourage you to participate in one of them.
<input type="checkbox"/>	2/15/24	<i>FYI Only - Collector+ Catalog Released before or at 10:22am</i>	<i>Artists may be contacted by C+ members with questions</i>

<input type="checkbox"/>	2/20/24, 2pm MT	**Attend Pre-Show Artist Zoom meeting**	Agenda: Final show details and marketing
<input type="checkbox"/>	2/21/24	<i>FYI Only: Show Preview Access opens February 21st at 10:22am to subscribers/collector+ members</i>	<i>Artists may be contacted by art lovers with questions</i>
<input type="checkbox"/>	2/22/24 10:22am MT	Show OPENS	As pieces sell, contact art lovers and arrange for shipment.
<input type="checkbox"/>	2/24/24 4:24pm MT	Show CLOSES	After the show, submit list of sold titles and corresponding tracking codes in a single email to Artburst
<input type="checkbox"/>	2/26/24	Review Artist Sales Payment report	Once approved, Artburst will send out the first payment. Within five business days after confirmation of shipment, Artburst will process final artist payment.
MARCH			
<input type="checkbox"/>	3/5/24	Complete Artist Survey	The survey allows us to provide a thorough assessment of show results for the Artist After Action Report and to improve the artist and art lover experience.
<input type="checkbox"/>	3/22/24, 2pm MT	Attend After Action Artist Zoom Meeting (Final Zoom)	Agenda: Show statistics and findings, upcoming Artburst opportunities.