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*As of July 2017

Burbank Arts for All Foundation
348 E. Olive Avenue Suite D
Burbank, CA 91502

June 1, 2017

THE SECRET ART SHOW

Dear Friend:

Burbank Arts for All Foundation invites YOU to become a Secret Artist for the 5th annual Secret Art Show, a one-night-only pop-up art event scheduled for September 30, 2017!

Here's how to participate:

- Donate your **original** 4x6-inch works of art, using either the enclosed 4x6-inch artist paper or your own preferred paper. We accept ALL mediums, but please no photocopies (original work ONLY).
- Sign your completed artwork(s) **ON THE BACK**. (Shhhh... That's the "secret" part of the show: patrons will not be able to discover who their Secret Artist is until after they make a donation to acquire their chosen artwork!)
- Fill out the enclosed Artist Entry Form and email us your Artist Biography to be included in our event marketing efforts.
- Mail your work of art and the enclosed Artist Entry Form to the Foundation by **September 8th, 2017** or arrange a pick-up if you are in Burbank. We appreciate your cooperation with our deadline, which gives us plenty of time to prepare each work of art for the Show. Artwork received early will be included in our launch promotion for the event!

Have more questions? Take a look at the enclosed Artist FAQs for more information!

All secrets will be revealed the night of the Secret Art Show, an annual event featuring several hundred 4x6-inch original works of art – available on a first come, first served basis for a donation of \$40 each. The festivities will also include a hosted wine and cheese reception, music, live art demonstrations, and MORE! All proceeds will benefit the Foundation's work in supporting arts education programs for the more than 15,000 students in Burbank Unified Schools.

We look forward to having you as a Secret Artist and hope to see you at the Secret Art Show this Fall. VIP and General Admission tickets will be available on our website at www.BurbankArtsForAll.org closer to the event, so please check back in!

Thank you for creating,



Karen Broderick
Co-Chair, The Secret Art Show



Alexandra Helfrich
Co-Chair, The Secret Art Show

Burbank Arts for All Foundation is a 501 (c)(3) non-profit organization whose mission is to ensure every student in Burbank public schools receives a quality arts education as part of their core curriculum. All donations to the Foundation are tax-deductible to the fullest extent of the law. www.BurbankArtsforAll.org

Artist FAQs 2017

Who can submit original works of art to The Secret Art Show?

Anyone and everyone*! In the past, The Secret Art Show has featured over 1,000 pieces from professional artists, animators, celebrities, community members, students of ALL ages, dignitaries, etc...Everyone is welcome to submit!

Submissions from Minors (under the age of 18) **must have a Parent/Guardian signature on the Artist Entry Form.*

What type of art can I submit?

In preparation for The Secret Art Show, you are welcome to submit drawings, paintings, doodles, wood carvings, collages, photographs, stained glass, sculptures...the options are limitless. Here are the requirements: each piece must be an **original** work (please do not send photocopies of pieces); every piece must have an original artist signature **on the back of the work**; each piece must measure 4x6 inches.

How many pieces may I submit?

Some Artists choose to donate one piece to the Secret Art Show, while others chose to submit several individual pieces or a completed series of original work.

Do I still own the rights to my artwork(s)?

Yes. The Artist still owns the copyright to their work. By donating the work(s), the Artist gives the Foundation the right to use your artwork(s) in promotional and marketing materials for the show (i.e. the Foundation's website, social media, signage, etc.).

How long can my Artist Biography be?

Please limit Artist Biographies to a maximum of 200 words*. Be sure to include your artist website, if you have one!

The Foundation will be promoting our Secret Artists in our directory prior to the Show. Plus, our patrons want to know who you are – part of the fun is discovering each Secret Artist's identity! If you are a returning artist and would like us to use the bio on file from previous years, please indicate this on your Entry Form. **Please note that the Foundation reserves the right to edit bios for length and content.*

What is the best way to get my artwork(s) to the Foundation?

There are several ways to submit your art to The Secret Art Show:

- Drop it off at the Foundation's office (348 E. Olive Ave, Suite D, Burbank, CA 91502), Monday-Friday during regular business hours from 9am-5pm.
- Call us to arrange a pick-up (818.736.5269). Our staff is more than happy to pick up from your Burbank location!
- Mail your pieces to our office. If you choose to ship your pieces to us via USPS, FedEx, or UPS, please be sure to package it properly. To ensure the quality of your art, do not wrap the pieces in anything with printing on it – we don't want the ink to transfer to your art in the shipping process!

What happens to remaining art pieces after the Show?

The Foundation keeps all remaining artwork after the Show and the Online Auction for use to further our mission. If an artist would like their piece returned, please contact the Foundation for more information.

How do I get tickets to the Secret Art Show?

You and your friends are welcome to join us to support the mission of Burbank Arts for All Foundation. VIP and General Admission ticket information is available on our website at: <http://www.burbankartsforall.org/secret-art-show/>

SECRET ART SHOW ARTIST ENTRY FORM

NOW UNTIL ENTRY DEADLINE: SEPTEMBER 8TH, 2017

(Artwork received early may be included in online launch promotion for the event.)

Works can be delivered any time before above date during regular business hours, M-F from 9am to 5pm
Burbank Arts for All Foundation | 348 E. Olive Avenue, Suite D, Burbank, CA 91502 | P: 818-736-5269



**Please make sure your name, title, and signature are ONLY on the back of the work.
(Remember, it's a secret!)**

1. CONTACT INFORMATION: PLEASE PRINT CLEARLY

Name _____

Address _____ Apt. # _____

City _____ State _____ Zip _____

Preferred Phone _____ Email _____

Website _____

Donate original 4" x 6" Artworks. To obtain 4" x 6" artist cards to work with, email us at: caitlin@burbankartsforall.org

Artwork #1 Title: _____

Artwork #2 Title: _____

Artwork #3 Title: _____

2. ARTIST CHECKLIST:

- Signature and title on **back of artwork only**
- Completed and signed the Artist Entry Form
- I have emailed my brief Artist biography to caitlin@burbankartsforall.org (no more than 200 words)
PLEASE NOTE: The Foundation reserves the right to edit bios for length and content
- I am a returning Secret Artist and would like to use the bio I have on file

3. ARTWORK RELEASE:

For good and valuable consideration herein acknowledged as received, the undersigned, being the legal owner of, or having the right to permit the taking and use of certain artwork described above does grant to Burbank Arts for All Foundation ("Producer"), and its legal representatives, agents, and assigns the full rights to incorporate images of said artwork on the website for the Secret Art Show. Producer shall solely own the copyright in the aforesaid show, and any advertising or promotional materials for such show. The undersigned also consents to the use of images of said artwork in any printed matter and advertising and marketing materials used to promote said show. Producer shall have all rights to use said artwork, including images of the aforementioned artwork, in all media now known or hereinafter devised, and in all territories worldwide, in perpetuity for these purposes.

The undersigned hereby waives any right that he/she/it may have to inspect or approve the Secret Art Show, or the advertising copy or printed matter that may be used in connection therewith, or the use to which it may be applied. While every attempt will be made to accommodate all artists, submission of art does not guarantee inclusion in the show.

The undersigned hereby releases, discharges, and agrees to hold Producer, its legal representatives, and assigns, and all persons acting under its permission or authority, or those for whom it is acting, from any liability by virtue of any alterations (including, but not limited to blurring, distortion, alteration, optical illusion, or use in composite form), whether intentional or otherwise, that may occur or be produced in the taking of said artwork image(s) or in any subsequent processing thereof, as well as any publication thereof, even though it may subject the undersigned to ridicule, scandal, reproach, scorn, and indignity.

The undersigned hereby warrants that he/she is of full age and has every right to contract in his/her own name in the above regard or represents a minor as a parent/legal guardian. The undersigned states further that he/she has read the above authorization, release, and agreement, prior to its execution, and that he/she is fully familiar with the contents thereof. If the undersigned is signing as an agent or employee of a firm or corporation, the undersigned warrants that he/she is fully authorized to do so. This release shall be binding upon the undersigned and his/her/its heirs, legal representatives, successors, and assigns.

The artist named above agrees to the above terms in donating artwork to the Burbank Arts for All Foundation for the Secret Art Show. Parent/Guardian signature required if Secret Artist is under 18 years of age.

Signature _____ Date _____

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