SAN FRANCISCO ART INSTITUTE 800 CHESTNUT STREET
SAN FRANCISCO, CALIFORNIA 94133 TELEPHONE 771-7020

September 30, 1975

TO: Tom Marioni, Barney Bailey, Terry Fox, Howard Fried, Paul Kos, Steve Laub, Bonnie Sherk

Artists participating in the Annual

PLEASE GIVE A COPY OF THIS SHEET TO EACH ARTIST INVITED TO PARTICIPATE IN THE ANNUAL.

FROM: Phil Linhares
Director of Exhibitions

RE: Annual Artists Information Sheet

The Annual is a storefront exhibition and performance space provided by the San Francisco Art Institute and administered by the San Francisco Art Institute's Artists Committee. Members of the Artists Committee governing the Annual are Tom Marioni, Chairman; Barney Bailey, Howard Fried, Terry Fox, Paul Kos, Steve Laub, and Bonnie Sherk. The members and chairman serve as curators for the space and each is responsible for inviting seven artists to present weekly events, totaling 49 events in the one year project.

A. The Space

The Annual is located at 2793 16th Street (corner of Folsom), San Francisco. The invited artist will receive a key to the space from his or her curator and will have access to the space from Saturday morning until the following Friday night. All events, performances or receptions will take place on Friday evenings at 8 pm. The main room of the space cannot be permanently modified with the exception of the back or south wall, which may be painted. The back room may be used to support scaffolding or contain any equipment etc. needed. The space must be returned to its original state by the artist after the event is held. If special lighting is required, the artist must provide and install the fixtures.

B. Equipment Available

A Sony ½" portapack video outfit is available for video taping the event on Friday evening. Special arrangements can be made to acquire the portapack during the week by calling Phil Linhares at San Francisco Art Institute, 771-7020 Ext. 50, or 861-6773, and signing a statement in which the artist agrees to assume responsibility for the safety and good repair of the equipment. Video tape will be furnished by the Art Institute for the video recording of Friday's events; all other tapes must be provided by the artist.

A Sony 3/4" casette play-back and 15" monitor (B/W) is available for use during the Friday evening event. If this equipment is needed, the artist must inform Phil Linhares or David Loveall at the Art Institute three days in advance of the event. The equipment will be delivered to the space on Friday afternoon for set-up and use that evening. This equipment cannot be otherwise loaned out.

The artist must provide all materials required for carrying out the efent. The artist will receive an honorarium of $25. payable by check approximately 10 days after the event has been held.

C. Publicity and other Information

The curators are responsible for informing the Art Institute public

relations department of their selections for the Annual. The participating artists are responsible for informing the public relations department (c/o Helene Fried or Linda Dackman, 771-7020, Ext 45 or 56) of the date and nature of their event and any other information helpful in publicizing the event as soon as possible after their invitation. A special mailer will be sent out each 7 weeks, outlinging the next 7 events. Any additional printed matter and postage must be done at the artist's expense. The 7 week announcement and a complete press release will be produced and distributed to the press and Art Institute membership.

The artist makes personal arrangements for opening reception and refreshments.

Any special requests should be discussed with the inviting curator and Phil LInhares well in advance of the event planned. All printed information and video recordings of the events will be held by the Art Institute for later use as documentation of the exhibition. Photographs and other materials are welcomed and will be used as part of the documentation.

PL/ld