**ARA 396: Professional Practices for Artists and Designers – Fall 2018**

**PROJECT 3 – Contact List**

**Due 11/29**

Objective:

*To develop a tool for network tracking that you will grow throughout your career.* One key to building your professional presence is having a strong contact list. This list is used when you are promoting your latest accomplishment— a show opening, a workshop, or announcing an award. It is also a list of resources; people who can help you in a number of situations related to your professional development, from physical labor, to spreading the word about you, to being a decision for the next step in your career. Building and maintaining a viable contact list is essential. For this assignment, you will learn how to compile and manage your list for easy updating for the ONGOING accumulation of professional contacts. Consider this your start in making a list that will follow you throughout your career.

Step 1: Download the ‘Contact List’ spreadsheet from the class website. (Even if you’re *also* using an online email host, you should maintain a separate back-up in a .csv, excel, or similar format.)

Step 2: Consider everyone who you would want to keep informed about your work— even if you don’t know them personally, you may want to put yourself in front of them periodically. These may include: friends and family, instructors, potential buyers, art/design colleagues (sometimes your best market), association or collective contacts, galleries/reps, curators, PR contacts (bloggers, publications, newsletters, etc.), design firms contacts. Who else?

Step 3: List each contact on the Template. The list should include as much information as you have available about each contact, including: Type of Contact or Relevant Association, Name, Organization/Company, Email, Phone (Cell and Office), City, State, Country, Website, Social Media handles, and any pertinent notes: date contact added, spouse or partner, area of interest, etc. You should have a **minimum of 35 contacts** listed.

Step 4: Submit on the website (file needs to be saved as a .pdf for uploading to the Scribd widget) or via email to kroschi@asu.edu.

**Grading Rubric:**

**5pts. for turning in the template form, and then 2pts. will be allocated per listing; 75 pts. possible.**

 **\_\_\_/75**

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