Questions?	Answer	Contact
How do I join the ICBAA?	You receive a welcome letter with your lease, which includes all of the benefits and details of becoming a member of the ICBAA. You will also receive a follow up email from the ICBAA. Reach out to Ellen with any questions.	Ellen Rothman esrothman@comcast.net
Interested in joining the ICBAA Board?	Please attend the monthly board meetings and reach out to Sharon Paster if you'd like to become a board member.	sharonpaster.art@gmail.com
How do I get on the ICBAA website?	Once you've paid your dues, please view the submission instructions on the Member Resources page. Only email Elizabeth Geisler once you have completed the submission form, or if you have any questions.	elizgeisler@gmail.com
How do I get on the email list for announcements?	Once you become a member, your email address will be added to the membership list. There's nothing for you to do.	leslie@studio300a.com
How do I join the ICBAA Facebook Bulletin Board?	Search ICBAA Bulletin Board on Facebook and request to join.	ankigelb@gmail.com

Can I put art outside my studio?	• Yes, each tenant is allowed one piece near their doorway. For questions, please contact Nancy.	Nancy.Ilg@cbre.com
How do I share Instagram posts with the ICBAA Instagram manager?	There are several ways to share your posts: 1. tag @icbartists 2. Use hashtag #icbartists 3. DM @icbartists Paula prioritizes ICBAA events and group activities and rotates posts from all artists.	paulavalenzuela.art@gmail.com
How do I sign up to display my work in Gallery 111?	Each member can reserve the gallery twice a year for workshops or shows. Email Louise to get on the calendar.	victorml@yahoo.com
How do I announce shows I'm in?	You can add a postcard or announcement to the bulletin board on the first floor. You can also submit your news to the monthly WGO internal newsletter. Each month Fawn Bailey sends an email requesting submissions. You can also announce on the ICBAA Bulletin Board on the FaceBook page.	(bulletin board) - kathrynkellerartist@gmail.com (WGO) - use the link provided in the email Fawn Bailey sends out right before the deadline, or the lir on the Member page in the WGO section.
How do I offer workshops to members?	Artists can advertise through the WGO, the bulletin board on the first	

	floor and on the ICBAA Bulletin Board on the Facebook page. You can also email elizgeisler@gmail.com and she will place your info on the “Classes & Services” page of our website.	
How do I sign-up to display work in the 2nd and 3rd floor sitting areas?	You can sign up with Nancy in the management office.	Nancy.Ilg@cbre.com
How do I add my name to the 2nd floor directory?	Nancy will add any new tenants or make changes.	Nancy.Ilg@cbre.com