Hello. The Cutter Gallery Arlington is very excited about your upcoming exhibition and we want it to be a memorable event for you as well.

To help get you started, I have attached our Cutter Gallery Prep Steps Document for your review.

It’s also a good idea for you to promote your event locally. Here are a few local locations you may want to send/drop-off invitations to:

* Robbins Library Mass Avenue
* Fox Library East Arlington
* Starbucks Arlington Center
* The Book Rack Medford Street, Arlington Center
* The Play Time Broadway, Arlington Center

You should also request to post your exhibit online at the Arlington Town Site ([www.arlingtonmagov/](http://www.arlingtonmagov/))

You may also want to send information to the Globe and Arlington Advocate. At last contact below are the people that our artists have connected with:

* The Boston Globe: Rebecca Ostriker [ostriker@globe.com](mailto:ostriker@globe.com)
* The Arlington Advocate: Margaret Smith [msmith@wickedlocal.com](mailto:msmith@wickedlocal.com)
  + 9 Meriam Street
  + Lexington, MA 02420

I am also available on weeknights after work to meet you at the gallery to let you in to the space.

Please call or email me to set up a time.

Again, we are indeed excited and fortunate to have you exhibit at the Cutter Gallery.

Sincerely, C

***Chuck Luca***

***Steering Committee***

***Cutter Gallery Arlington***

***617-835-5227***