

Wandsworth Artists Open House 2025

Registration Checklist

The cost per venue:

1 Artist £75

2 Artists £125

3 Artists £160

4 Artists £200

5 Artists £250

6+ Artists / Larger Venues please email waoh23@gmail.com for assistance.

You will be entering copy and one image for your venue (whether individual or for your group). If you are showing as a group, this image should represent the whole group, then additional copy and images (up to 4) for each individual website entry (one per artist), see below for more details.

To complete your registration (you cannot save and return to your registration later), you will need the following information to hand:

- Your full venue address including postcode
- If you are registering as a group rather than an individual, you will be asked to nominate a 'venue host or lead artist'. This artist will start the registration process for the whole group so you will need the names of all the artists exhibiting at your venue.
- As the Venue Host / Lead artist, you will need to enter the **venue copy for the printed trail leaflet**. Maximum 150 characters, this will be the venue copy in the leaflet, so this copy should cover **all** the artists or work to be shown. All copy should be written in the third person – e.g. "James is a landscape painter, Lea a photographer and Liz a potter..." rather than "We are a landscape painter, photographer and potter...."
- As the Venue Host, you will also need to upload your **trail leaflet venue image** - an image that the group is happy to have as their main image on the trail leaflet and on the website listing for the venue. Image specifications – jpeg file, square proportions, maximum 1500px x 1500px, maximum 2MB in size. Images to be titled in this format: 'artist name, title 001,002' etc. Any images that do not conform may be automatically cropped, so we cannot guarantee how this will look. Space permitting, we may be able to add more than one image for groups so feel free to upload more than one image BUT in order of priority in case we can only fit one in the leaflet. *If you need help with editing, please email waoh2023@gmail.com and we will edit for a small charge (est. £5 quick edits, £10 composites)*
- You will next be asked to enter your own copy for your **individual website entry**. Maximum 150 characters. As above, please write in the 3rd person.
- For your **individual website entry**, each artist may upload up to 4 images. Image specifications remain the same - jpeg files, square, max 1500px x 1500px and max 2MB in size. All Images to be titled in the following format: artistname, title 001,002 etc. Any images that do not conform will be automatically cropped, and we cannot guarantee how this will look. You may enter the information for all the artists yourself or ask the other artists to upload their own information once you have completed the venue and your own registration.
- If you are the Venue Host, after submitting the form you will receive an email with a link to make the registration payment. **Payments must be made within 7 days of registration**. Registration may be cancelled after 7 days if payment has not cleared so you would need to complete the registration process again. You will also receive an email with the link for the additional artists to register their information under your venue, please share this with them or ask them to register via the website. If you do not receive the payment request email, just email us and we will request a resend for you.