Wandsworth Artists Open House 2024

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.

To complete the registration process, please make sure you have the following to hand as you cannot save mid registration and continue your registration at a later date.

- Your full venue address including postcode

- The name of your 'venue host or lead artist'

- If you are the venue host, you will need the names of all the artists exhibiting at your venue.

- As the Venue Host, you will need to enter your **venue 'copy'** for the **trail leaflet**.
  Maximum 150 characters, this will be the venue copy in the leaflet, so it 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…" rather than "I am a landscape painter….'

- As the Venue Host, you will also need to upload your **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 – a jpeg file, square, no more than 1500px x 1500px and no more than 2MB in size.
  All Images should be named in the following format: artistname, 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.

- 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, no more than 1500px x 1500px and no more than 2MB in size. All Images should be named 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.

- The deadline for registration is 9th June 2024. If you are registering after the 2nd June 2024, payment will be required immediately to guarantee being included in the trail leaflet.

  Thank you.