

PRE-REGISTRATION CHECKLIST

PLEASE NOTE: each exhibition requires you submit a separate registration form; registration fees are per exhibition.

INFORMATION WE NEED FROM YOU: please make sure you have all the points checked off below before beginning registration

- A venue consulted with and confirmed. Or if you are a venue, artist/s contracted***
- Know how many artists are participating so you can select the correct registration type
- Know whether you are conducting additional events in association with the exhibition, e.g. artist talk, workshop (optional)
- Know your experience as an artist - either established, amateur, emerging or mixed group
- Know the medium/s included in your exhibition (e.g. photography, painting, sculpture)
- Full names of participating artists or the artist collective
- The dates and times the exhibition will run. A minimum of one date needs to fall within the SALA Festival period, **1-31 August**.
- The exhibition title and a **25 word description** (75 words if it is a premium registration)
- A link to the artist, venue or exhibition website or social media page (optional)
- Know whether you are hosting an opening event and the date and time (optional)

Have 2 jpeg images ready to upload, saved to your computer or external hard drive (3 images if you are paying a premium registration). These images will appear on your event listing in the online program. **Images can be of previous works indicative of those to be featured in your SALA exhibition or work in progress, but not logos.**

The venue name, address and telephone number and an email address for your venue contact person

The metropolitan or regional council area of the venue

Know whether the venue is wheelchair accessible

An address for the poster, program and venue stickers to be delivered (**PO boxes not accepted**)

How many SALA Festivals you have participated in for our data collection

A primary contact email address for all registration correspondence (this person is expected to pass on all communications with participating artists/venue)

Know if there will be any work for sale at your exhibition

***It is up to registrants to ensure all information is correct. Ensure names, addresses, phone numbers and dates are carefully checked, SALA is not responsible for checking details such as venue specifics.**