

PRE-REGISTRATION CHECKLIST

PLEASE NOTE: Each exhibition requires you to submit a separate registration form. Collect the information below before starting your registration, or enter what you can and use the 'save' function.

REGISTRATION

- Contact details for primary contact person, including street address. This person must pass on all communications with participating artists.
- Email addresses for all participating artists

ARTIST INFORMATION

- The number of artists participating in the event.
- Full names of participating artists or the name of the artist collective.

EXHIBITION INFORMATION

- The experience level of participating artists (amateur, emerging, established, mixed group).
- The mediums included in your exhibition (e.g. photography, painting, sculpture).
- Exhibition title
- Exhibition description (brief, max 25wds)
Enter into 'for print' field. Treat this like a summary or your preferred preview text.
- Exhibition description (we suggest 50 -100 wds)
Enter into 'for web' field. You might like to elaborate on what's important about the exhibition - such as a theme, or the artist(s).
- Sales - determine if there will be any work for sale at your exhibition.

VENUE INFORMATION

For an online exhibition:

- URL to the exhibition that is connected and functional at the time of submission. (Select 'Online Exhibition Only' under the 'Venue Details' section of the form to hide unnecessary fields)

For a physical exhibition:

- Ensure that your exhibition complies with current **State Government restrictions**.
- Venue name, address and phone number
- Name and email address of your primary contact at the venue relating to the exhibition/event.

DATES & TIMES

- The dates and times that the exhibition will be available to view. If your exhibition is online, you can select 'Viewable 24/7' from the 'Times' dropdown menu. A minimum of one date needs to fall within the SALA Festival (1-31 August).

IMAGES

- 2 jpeg images.
These will appear on your event listing in the online program. Images of work to be exhibited are ideal, but images of similar previous works or works in progress are also good.
Logos / event posters will not be accepted.

NOTE : SALA requests that the information entered in the registration form is as accurate as possible at the time of submission. This means double checking for typos in crucial contact details like email addresses, but also that proposed details have been confirmed with any third parties as SALA will not follow this up on your behalf. We are aware that this is made difficult by changing circumstances. Please get in contact with SALA via email or phone and SALA staff will help you correctly register your event.