

# PRE-REGISTRATION CHECKLIST

PLEASE NOTE: each exhibition requires you submit a separate registration form, and registration fees are per exhibition. Please make sure you have all the points below checked off before starting your registration.

## VENUE

- A **venue** consulted with and confirmed.  
Or if you are a venue, **artist/s** confirmed.
- Venue details - the venue name, address, telephone number and an email address and phone number for your venue contact person.
- Accessibility - find out whether the venue is wheelchair accessible & accepts Companion Cards.

## ARTISTS

- The number of artists participating in the event.
- Full names of participating artists or artist collective.
- Make sure you understand how your artists identify so you can accurately fill in our diversity and inclusion questions.
- The experience level of participating artists (amateur, emerging, established or mixed group).
- The mediums included in your exhibition (e.g. photography, painting, sculpture) and whether moving image works have closed captions.

## IMAGES

- Images - have 2 jpeg image files ready to upload to the registration form, (3 images for premium registrations), which will accompany your listing in the online program. Images of work you plan to exhibit are ideal, but previous work or work-in-progress are also acceptable. Logos / event posters will not be accepted.

## EVENT

- The exhibition title and a 15 word description (25 words if it is a premium registration). Consider whether there is a theme or motivation to your work that deserves to be communicated.
- The dates and times that the exhibition will run. A minimum of one date needs to fall within the SALA Festival period, 1-31 August.
- Optional - Opening event date and times.
- Optional - Additional events - if you want to run an artist talk or workshop in association with the exhibition, figure out date, time, cost (if any), and booking method/details.

## OTHER

- A primary contact's email address for all registration correspondence. This person is expected to pass on all communications to participating artists & the venue.
- Optional - Links to the website/public social media account of the venue and of the artist (or a webpage dedicated to the exhibition).
- A delivery address for the poster, program and venue stickers to be delivered. Delivery to the venue is preferred but not always practical. (PO boxes not accepted)
- Sales - determine 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.**

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