

NOTES ON COMPLETING Oxfordshire Artweeks MEMBERSHIP and ENTRY FORM:

COMPLETING MEMBERSHIP FORM:

Artists Name: Please use the name you wish to exhibit under – the name used will be used in the guide index and on website.

Society initials: If you are a member of any of the following societies and wish this to be displayed please tick on membership form.

Oxford Art Society OAS

Oxford Craft Guild OCG

West Ox Arts WOA

Oxford Print Coop OPC

For Artweeks office use only:

Address: Home address

Telephone: Daytime contact number

Email: please write clearly and double check this is correct

Membership media:

You will be listed alphabetically in the index alongside your site number. The website will use all media marked. **Mixed media - Pieces of work incorporating more than one physical medium*

Additional on-line registration benefits

An artist profile,

One image of the artist

6 images of artwork to the web gallery

Free text to upload information on forthcoming exhibitions, website and contact details

Add a small artist's profile plus an image of yourself at work. Profiles will be rotated at random in a special spot on the website and will link through to your full details.

Could you volunteer any help?

Artweeks depends upon its volunteers, to help with distribution points and trail maps. If you can spare any time to help at all to make the festival an even greater success, please fill in the appropriate space on your membership form and the Artweeks' office.

Do you offer classes or workshops to the public?

The Artweeks office is often contacted for this information.

NOTES ON COMPLETING EXHIBITION ENTRY FORM:

Notes on On-line entry forms:

On-line entries requires payment by credit card via PayPal if you do not have a PayPal account you may still pay with any major credit card as a one off transaction.

You must have completed your membership form first [if it is in your shopping basket or already paid for] you will be able to complete your entry form on-line.

Image uploads:

Digital images:

Minimum file size: 1MB 800 x 800 pixels

Maximum File size: 4 MB

Allowed Extensions: *png gif jpg jpeg*

If you are unable to re-size your image and a friend can't help please email it to the office on artweeks@artweeks.org stating if you are planning to enter by paper or on-line.

Brief description of your exhibition:

If you are submitting your entry on-line, there will be an opportunity to add further more comprehensive description to be viewed on the Artweeks website.

Venue address:

This must be a single venue address and you must have a postcode to be able to submit your entry.

Once you have submitted your entry, please check your position on the goggle map

Media choices:

Your membership form media choices link to the guide index. Your exhibition entry media choices link to your guide listing and web searches on-line.

You may choose several media but be aware that if you pick several you will be listed under 'various' in the printed guide. The website will search using all media marked. **Mixed media - Pieces of work incorporating more than one physical medium*

On-line entries are accepted directly into the Artweeks system and entrants proof their copy on-line, these can be edited on-line up until the on-line proof deadline, 5pm on 31st December. (This is for on-line entries only the deadline for paper entries is the end of November)

Artweeks logo promotion material must be ordered by the closing date. This can also be ordered on-line: Bunting, site flags and banners available

Notes on Paper entry forms:

STAMPED, SELF-ADDRESSED ENVELOPES (SAE)

As Artweeks operates on a very tight budget, we ask artists to supply us with the following stamped SAEs for each entry.

- **1 x Postcard or Sealed Envelope:** For confirmation that your entry has reached the Artweeks office.
- **1 x A5 SAE:** To send Guide Entry for proof reading, receipt & confirmation that your exhibition will be entered into the Guide Book.
- **1 x SAE for RETURN of Image** if required. Please provide the correct size envelope & postage.

IMPORTANT NOTE:

Please ensure that you have included sufficient postage, as underpaid items or packages without postage will not be accepted.

check you have the correct postage on entries in A4 envelopes as these often get held up at the sorting office awaiting payment of unpaid postage.

Contact details: Please write details clearly

Address: Home address

Telephone: Daytime contact number

Email: please write clearly and double check this is correct

1. **I / We are entering Artweeks as:** tick /circle
2. **In which section of the guide do you wish your exhibition to appear:** choose the area/region CLOSEST to your venue

The following section will appear in print, in the guide and on the website

3. Medium - Your membership form links to the guide index. Your exhibition entry media choices link to your guide listing and web searches on-line.

You may choose several media but be aware that if you pick several you will be listed under 'various' in the printed guide. Artists are allowed ONE index entry per site, list alphabetically. The website will use all media marked. **Mixed media - Pieces of work incorporating more than one physical medium*

4. NAME(s): Artists/group name:

For individual & small groups: list members' names & postcodes

For large groups: add group name here and enclose an addition list of all exhibiting members.

For non-selling groups/galleries/businesses: list group/company name

5. Brief description of your exhibition:

Your description must be brief but eye-catching, including reasons why visitors may want to visit your site.

As space is very limited, if your medium is to appear by your name, avoid repeating this in your description. 12-15 words maximum

6. VENUE DETAILS

Venue address: *this must be a single venue address and you must include postcode or we will be unable to process your entry.*

Email/web addresses: Only one address will be used.

Telephone: Only one telephone number will be used.

7. OPENING DETAILS

Dates: Clearly mark the dates you will be open

Opening hours:

It is helpful to the visitors if everyone can operate similar hours of opening.

Opening hours are normally 12–6pm. And optional late night is normally Thursday or Friday until 12-8pm.

However, if you choose to adopt alternative opening hours, please state these clearly

8. Image for the guide

Please follow these guidelines to ensure that your image is displayed correctly and to its best advantage in the guide.

- All entries must include an image, even if it is only a logo. A blank space will not help you or the look of the guide. Choose something striking – preferably square.
- Submit only **one** image per site for the festival guide. If you are exhibiting as part of a group and want to include more than one artist's work, please supply us with a composite image or montage.
- Images can be colour or monotone.
- We prefer digital images, by email for paper entries. These must be **high resolution: a minimum of c.1MB in size and no larger than 4MB.** We can however also accept hard copy if necessary.
- If you are sending us flat artwork or photograph to scan, this must be no smaller than a postcard A6 and no larger than A4.
- If you wish to use the same image as last year, please say we will have it on file.

IMPORTANT NOTES:

It is vital that all digital files, artwork, photos or transparencies are clearly marked with the Artist's name or Group name and Region (City/North/South). We will be unable to process images that are not labelled in this way. The title of the image itself is unnecessary as this will not be used in the guide entry.

All emailed images will be acknowledged on receipt. Please contact the office immediately if you do not receive this acknowledgement.

If you supply image artwork which you would like wish to be returned, please mark the image '**RETURN**' and provide a stamped self-addressed envelope which is the right size for your image and has the correct postage attached. Artweeks will not be responsible for any additional postage charges.

ARTWEEKS LOGO PROMOTIONAL MATERIAL must be ordered by the closing date.

This can ordered on your paper entry or may be ordered on-line: Bunting, site flags and banners are available.

THE PROCESS & PROOFING

Postal entries are received by the Artweeks' office where, if the entry is complete, your postcard will be returned to you to confirm that your entry has reached the office. If everything is in order, your details will be loaded onto our system. You will then receive a copy of this entry (text only) for proof-reading by the end of December; this will also act as your receipt, so that you can be sure that your

entry is included in the guide. Entries will not appear in their final format at this proofing stage; text will need to be rearranged once the entries have been numbered (something which cannot be done until all the entries have been received and processed). Your proof is simply to check the accuracy of the text.

Sorting the forms and loading them onto the system is a time-consuming process, however, if you have not heard from us by the 1st week in of January, please get in touch.

If you find any errors in your proof, please alert the Artweeks' office immediately by returning your proof by the 31st December: no amendments can be made after this date. Your details will be transferred to our website, www.artweeks.org