



devon open studios 2010

participants checklist

what you get, what you need to do

What you get for your fee

1. Your image and text will appear in our 2010 guide.
2. A page proof is sent to you to check the accuracy of your entry.
3. Around 100 copies of the event guide for your own use/distribution.
4. Printed directional arrows for your use.
5. Electronic posters, flyers, etc, are sent to you for you to adapt and print for your own use.
6. Help with contacting the local media - generic press releases for you to adapt and a press contact for additional assistance.
7. National/regional press contact handled by Devon Open Studios press contact.
8. Guidance notes to help with planning your open studio.
9. Your venue information appears on the website.
10. Event guides distributed by Devon Open Studios centrally to all libraries in Devon and all Tourist Info Centres in Devon.

What is expected of you

1. Your image is supplied in sufficient quality and your text is accurate.
2. You check your page proof carefully to ensure the guide is accurate.
3. You collect your guides and arrows from a depot in your district and distribute guides locally (arts centres, pubs, shops, etc).
4. You put up arrows to direct visitors clearly to your venue. You should be open all the dates/times listed in our event guide and display work consistent with your description.
5. You adapt and print posters (from our electronic versions) advertising your own venue and distribute them locally.
6. You meet and liaise with other venues in your area to coordinate local media coverage in a timely fashion.
7. You supply press stories in sufficient time to allow us to gain national/regional press interest.
8. You follow our guidance and ensure your studio meets with health and safety requirements and is adequately insured.