

OPEN STUDIOS 2010 – Entry Form



CLOSING DATE: 31st March 2010
PLEASE READ THE GUIDELINES BEFORE COMPLETING THIS FORM
 Please take time to complete **carefully** using **BLOCK CAPITALS** in **black ink**.

1. Fees – circle the relevant category

Open Studio fees for the following entry categories		Please find enclosed my cheque, made payable to HVAF, for £
Individual	£ 85	
Full Group (per person)	£ 85*	
Economy Group (per person)	£ 65*	

* Includes HVAF Affiliate Group members

2. Contact Details – FOR ENQUIRIES ABOUT THE FORM

INDIVIDUAL or GROUP CONTACT

Surname		Phone/Mobile	
First Name		Email	
Home Address			
For Group entries please indicate the total no. of people in the group			

3. Venue Details - TO BE PUBLISHED

Give the details that are to be included in the Open Studios brochure:

Council District		Group Name or Individual Name	
Address			
Town		Postcode	
Telephone		Email	
Mobile		Website	

Directions **10 words** (max 80 characters including spaces)

Will there be a demonstration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Venue's wheelchair access?	Full <input type="checkbox"/>	Partial <input type="checkbox"/>	None <input type="checkbox"/>
Credit card facility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Refreshments Available	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

4. Dates & Times of Opening

Please indicate the times of day that you will be opening (you have one or two options). You **MUST** choose the same times for the same day of the week that you are open.

A from am/pm until am/pm **B** from am/pm until am/pm

Please enter A or B into the table below to indicate the dates you will be opening.

Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
11 th		12 th		13 th		14 th		15 th		16 th		17 th	
18 th		19 th		20 th		21 st		22 nd		23 rd		24 th	
25 th		26 th		27 th		28 th		29 th		30 th		1 st	
2 nd		3 rd											

Would you like “**OR BY APPOINTMENT**” included in your entry? Yes No

5. Artwork and Artists

a) **Media Category** Please *tick* the categories below (**maximum of three**) that best describe your work:

CALLIGRAPHY	<input type="checkbox"/>	FURNITURE	<input type="checkbox"/>	MIXED MEDIA 2D	<input type="checkbox"/>	PRINTMAKING	<input type="checkbox"/>
CERAMICS	<input type="checkbox"/>	GLASS	<input type="checkbox"/>	MIXED MEDIA 3D	<input type="checkbox"/>	SCULPTURE	<input type="checkbox"/>
CHINA RESTORATION	<input type="checkbox"/>	ILLUSTRATION	<input type="checkbox"/>	MOSAICS	<input type="checkbox"/>	TEXTILES	<input type="checkbox"/>
COMPUTER GRAPHICS	<input type="checkbox"/>	JEWELLERY	<input type="checkbox"/>	PAINTING	<input type="checkbox"/>	VIDEO/FILM	<input type="checkbox"/>
DRAWING	<input type="checkbox"/>	METAL	<input type="checkbox"/>	PHOTOGRAPHY	<input type="checkbox"/>	WOOD	<input type="checkbox"/>

b) **INDIVIDUALS and FULL GROUPS** Supply a description of your work (**20 words**, one word per box to a maximum of 150 characters including spaces).

Full Groups photocopy and complete section **5a & 5b** for each Group member, add the name of the artist whose work is being described here, and give the individual contact details (if wanted) to include in the OS brochure.

Name	
Tel/Mobile	
Email	
Website	

c) **ECONOMY GROUPS** Tick the categories in **5a** (**maximum of three**) that best describe the work **for the whole group**. You may also give a short description for the whole group. And provide a description for each artist - **6 words** including name and contact details (**refer to the guidelines**). Photocopy section if there are more than 5 artists.

Group Description						
Artist 1						
Artist 2						
Artist 3						
Artist 4						
Artist 5						

How are you sending your photo? **DIGITAL IS PREFERRED**

Labelled photo enclosed Labelled CD enclosed Digital file already emailed

6. Publicity Materials

How many brochures will you need? Up to 60 brochures per person (individual or Full Group) or **60 per Group** (Economy Group)

Do you wish to purchase additional strips of bunting? How many?

*Enclose £10 per strip

7. Helping Out

Open Studios depends on help from volunteers. When can you help?

Days Evenings Weekends

What can you help with?

Typing

Stuffing

Telephone work

Area Co-ordinator

*Keep a copy of this entry form for your own records as we may need to check details with you. To avoid any delay in receipt please **ensure you use the correct postage.***

Signature _____

Date _____

Please return by **31st MARCH 2010** to HVAF Open Studios c/o 15 Geescroft Walk, Harpenden, Herts AL5 2GX

For enquiries about Open Studios or questions about completing this form contact:

Linda Warminger Tel: **07813 100651** email **openstudios@hvaf.org.uk**