

**CHECKLIST WITH THIS FORM YOU NEED TO INCLUDE:**

- 1. A photocopy** of a street map with your Open House clearly marked on it, or for out of town houses concise and clear instructions on how to find your house.
- 2. One image of work from each artist** showing in the house.

Each image should be marked with the name of the artist and an arrow showing which way up it should go.

This should be a JPEG image to 300dpi at 10x10cm on CD or by email.

- 3. A cheque for £60-00 (to include one artist, each additional artist is £15-00) limited to 16 Artists per property – this to be spread over a double page.**

made payable to **East Kent Open Houses.**

(This is for the cost of leaflet printing, posters and the website update and is non-refundable)

**Return to:**

**Faversham** Anne MacLaren. [anne@creek-creative.org](mailto:anne@creek-creative.org)

**Canterbury** Lindsay West [lindsay.west.soord@live.co.uk](mailto:lindsay.west.soord@live.co.uk)

**Whitstable** Sue Cavanagh [openhousewhitart@outlook.com](mailto:openhousewhitart@outlook.com)

**Herne Bay** Mandy Troughton [mctrout@hotmail.com](mailto:mctrout@hotmail.com)

**Margate** Lucy Seijo [lucyseijo@hotmail.com](mailto:lucyseijo@hotmail.com)

**Ramsgate** Sarah Stokes [sarahstokes37@gmail.com](mailto:sarahstokes37@gmail.com)

**Deal** Kate Baker [katebakermosaicmuse@icloud.com](mailto:katebakermosaicmuse@icloud.com)

**IN TAKING PART IN THIS SCHEME YOUR RESPONSIBILITIES ARE:**

Each house should display the laminated house number provided at the front of the property.

Due to the voluntary nature of the Artist's Trail we ask that if you could help out with any of the following please let us know:

# Publicity initiatives or general practical tasks

# In sharing of properties participants should adhere to the ethos of the scheme, it is a non-profit making organisation.

**INFORMATION**

**Insurance** – Houses, studios and galleries are not covered by the Festival's public liability insurance. Most domestic insurance policies cover up to a certain number of visitors.

**Publicity** – Brochures will be distributed to all artists for their own publicity, there will be a set number per artist. Those participants willing to help distribute them to places of work, libraries and other locations will of course be given extra to do so.

Brochures will be made available at the earliest opportunity.

**Brochures** – EKOH brochures will be available from the same locations as the Festival brochure and from the Box Office.

**Images** - are selected by the Festival Office brochure designer to create a balanced design.