North East Open Studios 2026

Application Final Checklist – Print and Tick
Use this checklist before submitting your application.
If every box is ticked, your application should submit cleanly without follow-up.

Account and access:

☐ I can log into my NEOS account using the correct email address.
☐ I have written my password down somewhere safe.

Profile image – 1080 x 1080:

☐ One single square jpeg image at 1080 x 1080 pixels 300kb min – 10mb max.
☐ Image is sharp, in focus and good quality.
☐ NO collages.
☐ NO logos or text graphics.
☐ NO buildings or studio exteriors.
☐ NO market stalls or fair-style set-ups.
☐ Image would make a visitor stop and look.

Venue location and maps:

☐ what3words address **copy and pasted** exactly from the what3words website.
☐ what3words location matches my actual venue entrance.
☐ I understand maps are generated ONLY from what3words this year.

Writing content:

☐ Artist statement explains what I make and how I make it.
☐ Extended bio focuses on me as a practitioner, not repetition.
☐ 340-character book entry is within the character limit.
☐ Book entry does NOT start with location-based phrases.
☐ Writing is clear, specific and sounds like me.
☐ I have checked spelling and punctuation carefully.

Disciplines:

☐ I have selected the most accurate discipline category.
☐ My selections genuinely reflect the work visitors will see.

Insurance – compulsory:

☐ Public Liability Insurance provider name entered.
☐ Policy number entered correctly.
☐ Expiry date is valid for the event period.

Declarations and agreements;

☐ All required tick boxes have been read and ticked.
☐ I understand NEOS does not proofread or correct my content.
☐ I understand incorrect or missing information may result in removal.

Payment readiness:

☐ I understand payment is only requested after acceptance.
☐ If paying by BACS, I will use the exact reference number provided.
☐ I understand payments without the reference may be refunded.

Final pause before submitting:

☐ I have scrolled through the entire form.
☐ There are no red warning messages.
☐ Everything reflects what visitors will actually experience.
☐ My opening hours state when I am physically present.
☐ I am ready to click submit.

Final reminder
Accuracy now, prevents stress later.
Clarity helps visitors find you.
Once submitted, changes may not be possible.