

OXMARKET CENTRE OF ARTS

Marketing and Publicity

WHAT WE WILL DO

- Your event will be published in our program of events, published every 6 months.
- Most exhibitions also appear on our electronic newsletter. Supplying us with a pdf of your flyer will help make this possible.
- Your exhibition will be advertised on our website. In addition we make regular postings on our Facebook page, on Twitter and on Creatives Across Sussex and we encourage artists to do the same.
- If the timing coincides with our mailings, private view invitations/fliers may be distributed with the newsletter to our Members & Friends – these occur in January, April, July and October. Please provide 200 copies if you would like to include them in these mail outs.
- We will display your event posters on our poster board outside the gallery during your exhibition.
- We regularly send out Listings information to the local press and the Press Association, but clearly we cannot guarantee whether or when these will be published.

WHAT ARTISTS SHOULD DO

- Produce posters/flyers to advertise your event. These can be produced on your own computer and need carry only the minimum information such as your name, exhibition title, dates and Oxmarket details. Sizes preferred are **A2** (for the A-Board) and **A3** (noticeboard) for John Rank and Wilson Studio hirers. A3 and A4 are suitable for Foyer and Lobby hirers. A2 copies can be made from ProCopy, Staples and Office World, Rymans can print up to A3 size only.
- PDF logo's, location maps etc for the Oxmarket can be obtained on request from the Administrators.
- Posters/flyers can be displayed at outlets in and around Chichester (see end of this sheet).
- For inclusion in the What's On diary in local press a short 'editorial' should be supplied (about 100 or so words is sufficient) together with a jpeg image @ 300dpi sent direct to your local newspaper – *Phil Hewitt* is the Arts and Entertainment Editor for the *Chi Observer/West Sussex Gazette*. He is very interested in doing articles on exhibitions at the Oxmarket so please contact him to discuss this on **07889 987089, 01243 534131 (office)** or **ents@chiobserver.co.uk**. Contact should be made/copy sent at least **THREE WEEKS** before your exhibition and no later than this.
- Oxmarket will require 1 X A2 posters and 1 X A3 posters for John Rank & Wilson Studio hirers. Please submit your posters to the Oxmarket **TWO WEEKS** before your exhibition.

POSSIBLE POSTER/FLYER SITES

City Centre

North Street: Coln Gallery, Assembly Rooms/Council House, Macari's, Café Paradiso, Whipped & Baked (Guildhall St)

West Street: Waterstones, Library, Cathedral Cloisters, Tourist Information (inside The Novium), The Belle Isle (behind the Post Office), Wests Bar, Tavelodge Hotel

South Street: Artisan Café, Pallant House Gallery, Canon Gate Bookshop, Slug & Lettuce, , Trents, The Vestry, , The Buttery, Zizzis Restaurant, Café Ricara

East Street: Little London Tea Rooms, Caffè Nero, Real Eating Company, Crispins Café, Bond-a-Frame, New Park Cinema.

Outside Chichester City Centre

The Otter Gallery (College Lane), West Dean, The Mill Studio (Arundel), Merston Gallery (Merston nr Chichester), The Spring (Havant), Zimmer Stewart Gallery (Arundel).