



Step by step through the editing phase

Dear artist,

We are very happy that you will be part of the festival! Your project is now in the editorial phase. This means that the following content must be finalized on the registration platform for the later published program:

- Title
- All artists involved in the project
- Program text in German and English
- Times of the event
- Up to three images
- Artist biography in German and English
- Venue (how to create a venue is explained below)

In addition, we conclude a cooperation agreement with all official participants, which you can agree to with a simple click. It is particularly important at this stage to specify the required permits. For example, if your project takes place in a public area, you will need a street land or green space permit. A permit is also required for the use of light sources and sound. You can specify which permits you need with a "click" and we will apply for them for you. It can happen that a permit is not granted by the authorities. In this case, an event cannot take place or must be moved to another location (if available).

Venue

Now there are two possibilities:

1. your project takes place at someone else's venue. For example, a gallery or bakery. In this case, please read on: [Linking a venue with a project\(s\)](#)
2. your project takes place in a public space. For example, directly on the street or in a park. In this case, you must **create the venue yourself and link your project** to it. How to do this is explained below:

Create venue

Go to the start page of the registration platform and click on the button:

"Create venue" and fill in the following fields of the form:

- Name of the venue
- Short description in German and English
- Address (The address must be entered twice in the form. This will automatically create a map on which your venue is marked).
- Information on accessibility (here you will be asked whether there is barrier-free access, e.g. via a ramp, and whether you have barrier-free toilets)

Optionally, you can also enter a telephone number and web address. Please remember that all information provided here will be published later in our program.

If you already know which project will be shown at your location, you can share it. This is very easy and will be explained in the next step.

Below we explain how to do it:

Linking a venue with a project(s)

Once a venue and an artist (or several artists/projects) have found each other, they must link up. This is done in two steps:

First step: The venue issues a release

As soon as the venue has been created, there is the >Release for< field. There you enter the user name of the artist(s) whose project you want to show at your venue. You can find out the user name directly from the artist(s). You can host as many projects as you like.

Second step: The project is linked to the location

As soon as approval has been granted, the artist can see and select the location under >Venue< in the project form. That's it. The project and venue are now linked and appear together in the program.