

# MEDIA UPLOAD REQUIREMENTS



ARTS FOUNDATION FOR TUCSON  
AND SOUTHERN ARIZONA

Additional resources to help you create your files/links can be found on the Artist Resources page of the Open Studio Tours website:

[ost.artsfoundtucson.org/artist-resources](http://ost.artsfoundtucson.org/artist-resources)



## **Image Upload Requirements:**

- Maximum file size: 1MB per image
- Accepted image file formats: JPG and PNG
- Images should be high-quality and consist of only one image (no fliers or composite images)
- Images must be rotated correctly before uploading.
- Images must be owned by the applicant. Found or public domain images cannot be submitted under any circumstances. If you do not have complete rights to the submission, you may not submit it.
- By submitting, you agree to allow Open Studio Tours to use the material for marketing and public relations purposes, including but not limited to: website, promotional materials, and social media for the tours.

*Please note: Images may be cropped to fit the website.*



## **Audio Upload Requirements:**

- Maximum file size: 3MB
- Accepted audio file format: MP3
- File must be clear, easy to hear, and presented in a professional manner.
- File must be owned by the applicant. Found or public domain audio files cannot be submitted under any circumstances. If you do not have complete rights to the submission, you may not submit it.
- If you submit an audio file, please consider uploading a text transcription of your file for accessibility. Instructions on how to do this are included in the Artist Resources section.
- By submitting, you agree to allow Open Studio Tours to use the material for marketing and public relations purposes, including but not limited to: website, promotional materials, and social media for the tours.



## **Video Upload Requirements:**

- Accepted video format: YouTube link
- Be sure to include <https://> in the submitted link.
- Videos must be clear, easy to hear, and presented in a professional manner.
- Video must be owned by the applicant. Found or public domain videos cannot be submitted under any circumstances. If you do not have complete rights to the submission, you may not submit it.
- If you submit a YouTube link, please consider adding (free) captions to your video on YouTube for accessibility. Instructions on how to do this are included in the Artist Resources section.
- By submitting, you agree to allow Open Studio Tours to use the material for marketing and public relations purposes, including but not limited to: website, promotional materials, and social media for the tours.