

How to complete your building submission

Log in or Register: <https://participants.openhouselondon.open-city.org.uk>

- Once you are logged in, click on Overview and then Get Started
- Complete all of the sections in order, once you have completed the sections you can go back to check them before you submit
- If you do not know the architect of your building, select Unknown
- If you took part last year, your previous opening times and tours will be listed for reference only, you must complete these sections as the times from last year are not automatically carried forward
- Your Factsheet can be completed at a later date, please write TBC in the boxes to move on to the next section. Your Factsheet must be completed by the beginning of August
- At least one photo must be uploaded. Please note, only the first 5 photos will appear on the mobile app
- You must submit by 8 May. Once you have completed your submission you will be featured in the programme for that year, your approval email will come through at a later stage once the team has proofread it. Please note, submitting a Proposal is not the same as submitting your building form
- It is your responsibility to double check your submission when the approval email comes through. We begin production on the guidebook in June and the information you have provided is what will be published
- If you are unsure about volunteer slots or volunteer badges please email the team to ensure you are asking the correct amount.

Information printed in the guidebook

- Building Name and Address
- Opening Times / Tours / Last entry
- Booking details (if needed)
- Facilities (e.g. parking, toilets, family activities)
- Nearest Train / Bus
- Short Description (approx. 40 words)
- Architect and date (if known)

Information on the website and app

As in printed guidebook, plus:

- Photos (up to 5 on the app)
- Map location
- Type and Period of Architecture
- Factsheet