



25 A Way WITH Words

LIVING LETTERS VI

25th ANNIVERSARY EXHIBITION 2019

WHAT YOU NEED TO DO NOW:

1. Select your text

There is no specific theme other than your work must contain WORDS. This can be interpreted very broadly, do not think you have to be too narrow or prescriptive but pure alphabet designs will not be accepted. **Artworks must be your own work, have been created within the last two years and must not have been published in any other exhibition catalogue. Maximum size is A2 (including frame) for 2D work. We will have very limited space for 3D work which must also be a maximum A2 size (including open book sizes) and of a weight that can be carried easily by one person. Please contact us for clarification if necessary. You may send in up to four entries.**

2. Get copyright permission if required – before applying

You must ensure that you have the necessary copyright permission. For printed text it is often easiest to do this via the publisher but be aware that this often takes time. You need to ask for:

- permission to use the text in your artwork for an exhibition;
- permission for your artwork to be reproduced in the exhibition catalogue;
- permission for your artwork to be used in any exhibition publicity.

3. Complete your artwork to the highest standard possible

4. Photograph your artwork or have a photograph taken professionally.

We must have *high resolution* (minimum 300 ppi) images that will reproduce really well in the exhibition catalogue (please do not send in low quality images as your artwork may be rejected because of this). If you have a good digital camera, and know how to use it, turn it to the highest setting it has and photograph your work in a good light – e.g in shade on a bright day. There are some tips about photographing your work on the CLAS website (Forms section).

We need **digital photographs on a CD or memory stick, as jpegs, and also an A4 colour print of each piece.** You can send other prints; details, different angles etc, but we will use only the one jpeg on the CD in the catalogue, if selected.

5. Copy onto a CD or memory stick

First, re-name the title of the jpeg (which is usually just numbers). The title on the jpeg file should be: Your SURNAME followed by an underscore (normally the dash key with the shift key held down) then your INITIAL, another underscore and then the NUMBER OF THE PIECE (according to your application form – 1/2/3/4) then a DOT, then JPG as in this example: **Turner_J_1.jpg**

Copy your jpeg(s) - one per entry - to one CD or memory stick;

- a. clearly label your CD/memory stick with your surname, name, the number(s) and the full title(s) of the artworks;
- b. print off a colour A4 copy of each artwork;
- c. on the back of the colour copy of each print write your surname, first name and the title of the piece;
- d. fill in the entry form, including all details. It is important that we have both your phone number and an email address if possible, for us to contact you. **NB Venue commission on sales will be up to 40%.** Please allow for the cost of this and the cost of framing when setting the price of your work. Please note that, if selected, your work will need to be available for display for all three initial venues. As the LAC at Snape only has a small gallery, we will choose a limited number of pieces to move on to that venue. **To be eligible for selection at Snape your work must be for sale.** Please indicate on the application form whether you would like your work to be considered for selection at Snape.

6. Send the CD/memory stick and a completed application form for each artwork, as well as a colour A4 printout for each artwork in a stout envelope to the address shown by 31 OCTOBER 2018. We will hold the selection meeting in early November so that you are not kept waiting in suspense. **If your artwork is selected, then you will be given further instructions about payment (each entry will cost a £15 hanging fee), when and where to send/take your artwork**

We will inform successful exhibitors by email, unless you have asked us specifically to write, in which case please enclose a stamped address envelope. CD's, memory sticks and photographs will not be returned.



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*Ardington School of Crafts (February), Priestman Gallery, Sunderland University (April)
Wells Museum (May), The Lettering Arts Centre, Snape (June - Sept)
(All venues and dates to be finally confirmed)*

NAME.....

ADDRESS.....

.....
.....

Tel no:..... email:

My contact details above may/may not (please delete as necessary) be included in the catalogue.

Are you willing to accept commissions? Yes/No

The details on this form below will be included in the Exhibition Catalogue and may be used for publicity purposes.

ARTWORK ONE/TWO/THREE/FOUR (please delete accordingly)

Title.....

..... Dimensions in mm of artwork.....
(width first)

Tools and materials used.....

.....

Please tell us about your thoughts and inspiration for producing this piece?

.....

Is the work for sale? No/Yes If yes, how much?(please read instruction 5d carefully)

Do you want your work to be considered for selection at Snape? No/Yes

What wording is required for permission to use the text?
(Copyright ©, if necessary)

Please make sure that your jpegs and CD (or MS) are clearly labelled as on these instructions
Return this completed form, one form for EACH artwork, with your CD/MS and A4 colour prints to:

Jan Mehigan, 45A Station Road, Hayling Island PO11 0EB
Email: janmehigan@gmail.com Telephone: 02392 463896
by 31OCTOBER 2018

Please photocopy this form as many times as you need and use the other side for more details if necessary
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