

Living  
LETTERS

ALL THAT  
Glisters  
Glorify

## CLAS Exhibition 2012

3<sup>rd</sup>–16<sup>th</sup> April 2012 at the gallery@oxo

## CLAS Exhibition 2012

### WHAT DO YOU NEED TO DO?

1 **Select your text**, ensuring that it is appropriate to the exhibition theme of *All that glisters ....* This can be interpreted very broadly, anything which shows a speck of gold, words which include *gold, gilded, glisten, sunshine, etc.* and/or patterns with gold or yellow as part of your artwork, etc etc. Do not think you have to be too narrow or prescriptive. *Artworks must be your own work (!), have been created within the last five years and must not have been shown in any other exhibition. They must also be of a size and weight that they can be carried easily by one person. You can send in up to four pieces.*

*\*\*\*Please note that we have limited display cabinet space.*

2 **Get copyright permission** if your text has been written or translated within the last 70 years, you must ensure that the writer or translator agrees to your using it. For printed text it is often easiest to do this via the publisher. You need to ask for:

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

Most authors are delighted that their words are being used. Occasionally you may have to make a small payment. As a softener, you could offer to send them the artwork (or a copy).

3 **Complete your artwork** to the highest standard possible.

4 **Photograph your artwork**, or have a photograph taken professionally. We do need really good photographs to use for the exhibition catalogue (there have been complaints in the past about the quality), so if you have a good digital camera, and know how to use it, turn it to the highest setting it has. Then make sure that your artwork is photographed in a good light – take the photograph in the sun, or use special daylight bulbs – and is flat (not propped up against a wall).

Having your work photographed professionally is not prohibitively expensive if you join together with others, or have a number of different pieces photographed at the same time.

We need *digital photographs on a CD*, as jpegs, and which will reproduce

# Living Letters IV ALL THAT GLISTERS

really well (please do not send in low quality images as your artwork may be rejected because of this), and *also an A4 colour print out of the piece*. You can send other prints of the piece, details, different angles, and so on, but we will use only the one jpeg on the CD in the catalogue, if selected.

There are some tips about photographing your work on the CLAS website, or you can send an A5 sae to the Exhibitions Officer to the address on the form overleaf for these if you prefer.

**5 Make a CD.** 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. These are examples: Taylor\_K\_1.jpg Taylor\_K\_2.jpg etc.

- a now copy your jpeg(s) to one CD;
- b clearly label your CD with your surname, name, the number(s) and the full title(s) of the artworks;
- c print off a colour A4 copy of each artwork;
- d on the back of the colour copy of each print out write your surname, first name and the title of the piece;
- e fill in the entry form overleaf, including details of the artwork's dimensions and the tools and materials used; these will be included in the exhibition catalogue if the piece is selected. It is important that we have both your phone number and an e-mail address as well if possible for us to contact you.

**ALSO LET US KNOW WHETHER YOU WOULD PREFER TO BE INFORMED BY E-MAIL OR BY POST (IN WHICH CASE, PLEASE ALSO ENCLOSE A SAE) IF YOUR ARTWORK HAS BEEN ACCEPTED. PLEASE ALSO NOTE, NOTHING WILL BE RETURNED.**

**6 Send the CD,** a completed application form (overleaf) for *each* artwork, as well as a colour A4 print out for *each* artwork in a stout envelope to the Exhibitions Officer by SEPTEMBER 15th 2011.

We try to hold the selection meeting within the month after the final date for entries 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 £15 for the hanging fee), when and where to send/take your artwork and so on.

**Please note:** no comments are made about artworks. If you want a comment made about your work then send in an entry to the annual Art and the Letter Exhibition which is displayed at the CLAS AGM at the British Library.

NAME ..... TELEPHONE NUMBER .....

ADDRESS .....

..... E-MAIL .....

Are you willing to accept commissions? Yes/No.

If yes, please ring the contact details from the above you wish us to use.

*The details on this form below will be included in the Exhibition Catalogue.*

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

Title ..... Dimensions in mm .....  
(width first)

Tools & Materials used .....

What were your thoughts in producing the piece in this way?

Is the piece for sale? No/Yes If yes, how much? .....

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

*Please make sure that your jpegs and CDs are clearly labelled as on these instructions*

*Return this completed form for EACH artwork, with your CD and print out(s) to: KATHY TAYLOR, CLAS EXHIBITIONS OFFICER, 18 WORTHFIELD CLOSE, EPSOM, WEST EWELL, SURREY KT19 9RF by 15TH SEPTEMBER 2011.*

*Exhibition logos by Mary Noble HFCLAS.*

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