

**How to submit your competition entries**

dot-art Schools | **Information for Teachers**

Thank you for joining the dot-art Schools programme 2014-15. This exciting project gives students from across the Liverpool City Region the opportunity to take part in an interactive, online, inter-schools art competition, culminating in an exhibition at St Georges Hall.

**This document will guide you through the process step by step.**

Basically, you provide us with text and images which dot-art will then add onto the website.

**If you have questions at any point, or feedback about the submission process,**

**please email** [**carolyn.murray@dot-art.com**](mailto:carolyn.murray@dot-art.com) **or call 0845 0176660.**

1. **Download the Submission Form**. There is a link on the 'Welcome' newsletter or [**DOWNLOAD HERE**](file:///D:\Dropbox\dot-art\files\Carolyn%20Murray\Schools\2014-15\Carolyns%20key%20docs\schools.dot-art.com\docs\dot-art-Schools-Submission-Form-2014-15.docx)**.**
2. **Complete the first section of the 'dot-art Schools Submission Form':**

**School Page:**

For us to create your school's page, we need:

* a brief **description** of the school (max. 100 words, to introduce your school and / or the artwork submitted.)
* your **website** address
* school **logo** (this should be in either JPG or TIFF format, between 100KB and 1MB size file and sent to [schools@dot-art.com](mailto:schools@dot-art.com) via wetransfer.com.)

1. **Complete the rest of the 'dot-art Schools Submission Form':**

**Students Art Work:**

* Select up to **25 pieces of wall-based** student work from either Year 6 or Year 9 as appropriate.
* Artwork can be any media or subject matter. (please see guidance notes below)
* One piece per student only.
* Photograph each piece of work (showing only the art work itself, rather than any border or background) ensuring that the final image gives an accurate representation of the actual piece.
* Complete the tables on page 2 onwards (“Pupil Submission #1” etc)***,*** providing full details of all submitted art works, including a short description by each student (up to 25).
* **Rename each photograph to correspond with the title of the piece entered into the Submission Form, separating each word with a hyphen.** (e.g. portrait-of-beth.jpg)
* If there are several artworks with the same title please add a number after the title to help identify it.
* Send the completed form, along with each image (in either JPG or TIFF format and between 100KB and 1MB in size), to [schools@dot-art.com](mailto:schools@dot-art.com) using <https://www.wetransfer.com/>
* You will receive an email confirmation from WeTransfer once your submission has been received.
* **The deadline for submissions to be received is 5pm on Thursday 12th February, but please do send them as soon as you are ready**. We have to upload hundreds of images and text individually which is very time consuming, so if you send them in as soon as possible we would really appreciate it!

**Guidance Notes:**

* When selecting work, please bear in mind a) voting will take place based on photographs, AND b) the top piece from each school will be shown in a physical exhibition, so you must be able to provide the work in a format which can easily be shown in a gallery, i.e. framed and mounted on the wall securely.
* Photograph work in natural light where possible, and straight on so it appears squarely in the centre of the frame, ideally with nothing else visible.
* The maximum number of works to be submitted by each school is 25; there is no minimum.
* Pair or group work is acceptable, please make this clear in the submission form. They will however have to share the prize if they win.
* There is no maximum or minimum size for submitted works, but please bear in mind that winning pieces will need to be transported and hung in a gallery space.

**Contact**:

For any queries on the submission process, **email** [**carolyn.murray@dot-art.com**](mailto:carolyn.murray@dot-art.com) **or call me on 0845 0176660.** Note: I work Weds & Thurs but I will respond as soon as I can.

