



**Norfolk & Norwich
Open Studios**

Norfolk & Norwich Open Studios
Augustine Steward House
14 Tombland
Norwich
NR3 1HF
Tel: 01603 877762

nnopenstudios@nnfestival.org.uk
nnopenstudios.org.uk

School Application Norfolk & Norwich Open Studios 2018 (NNOS 2018)

The following information you provide will be included in your school's listing and published in the brochure and on the Norfolk & Norwich Open Studios website.

For questions that do not require a written answer, please use a tick or write the word 'yes' or 'no' in the relevant box.

Please complete carefully and clearly in type or dark ink on the grey shaded areas only.

Section A: School details

Name of school	
Address of school in full (inc. postcode)	
Phone number of school	
Local Authority Area of your school	

Section B: Lead contact person details

(for office correspondence only and will not be published)

Name of lead contact person (for NNOS Schools participation)	
Telephone / mobile number (preferred) for lead contact person	
Email address for lead contact (most of our communication with you will be via email)	

Section C: Visitor access

Statement	Wheelchair symbol	Yes / No
Is your school <i>fully</i> accessible by wheelchair users? (See description below)	Green	
If you have answered no, is your school on the ground floor & does it have wide enough doors? (See description below). Visitors can ring ahead to discuss access arrangements with you.	Amber	
If you have answered no to both questions above, please be prepared for some visitors to phone ahead to discuss access possibilities with you.	Red	

For your school to be **fully** accessible by wheelchair users it will need to have parking spaces at least 3.6 metres wide, doors at least 0.75 metres wide and a level entrance (with no steps or thresholds greater than 20mm high).

Are there other visitor access issues worth noting? If yes, please describe below, e.g. difficult terrain, distance from car park to studio/exhibition space, steps etc.

Section D: Studio/Exhibition details

Address of venue for exhibition (if not at the school detailed in section A)	
Venue phone number (if not at the school detailed in section A)	
Opening dates of exhibition (schools need to open for a minimum of one day or evening during NNOS dates)	
Opening times of exhibition	
Brief description of exhibition (30 words max and subject to editing. Include things such as; what will be exhibited, the mediums used, the general theme/topic of the work, the year group of pupils involved, etc)	

Section E: School Taster Exhibition & Arts Award Discover event

The School Taster exhibition offers all schools taking part in the scheme the opportunity to submit artworks to be displayed at a central venue in Norwich. The venue and dates for 2018 are yet to be confirmed, but it will be held in April. The exhibition acts as a preview for NNOS School's taking part as well as a celebration of artwork by young people in Norfolk.



Arts Award Discover Event

There will also be a special event held for students, staff and parents, inviting them to see the young people’s artwork displayed at the exhibition. We will combine this event with an opportunity for participating students to achieve their Arts Award Discover certificate.

You will be sent further details including confirmed dates and times after we receive your NNOS application.

I would like further details about the NNOS School Taster Exhibition in Norwich. Yes/No	
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I would like further details about the NNOS Arts Award Discover event. Yes/No	
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Section F: Images

Please submit an image with your application. One image will be used in your school’s listing in the brochure and website. Consider carefully what image you use. The image you choose will be central to the promotion of your school’s Open Studio/Exhibition. We would like to see high resolution images of artwork produced by pupils or images of pupils creating art.

By supplying these images you are confirming that they have the appropriate image permissions for publication in the NNOS brochure and website.

Images need to be supplied as;

- a jpeg or tiff file
- at least 300dpi (dots per inch)
- a **minimum of 500KB** in file size and a **maximum of 3MB**

PLEASE NOTE: images larger than this may not reach our mailbox resulting in your application not being received. Images smaller than 500KB will not be of high enough quality when reproduced in the brochure.

Please label your images clearly and include the school name and image title, and indicate which way round they should be used. Email to nnopenstudios@nnfestival.org.uk with your school’s name in the email subject line and image titles in the body of the email (preferred method). Alternatively, you can submit image/s on CD.

Please give details below of the images submitted with this application.

Image	Title/file name	Medium	Disc enclosed (if applicable)	Emailed (if applicable & include date emailed)
1				
2				
3				

Section G: Payment details

Fee per school: £110.00 (inc. VAT)

You can pay by cheque or by BACS. If paying by cheque, please make cheques payable to 'Norfolk & Norwich Festival Trust'.

For BACS payment, please see details below;

Account: Norfolk & Norwich Festival Trust

Sort Code: 20-62-53

Account no: 20662984

Reference to include (if possible): NOS/school name or school initials

Please complete the below to ensure that we are able to identify your BACS payment.

Name of payee as it will appear on our BACS statement	
Date of payment:	

Section H: Confirmation of NNOS schools agreement

Please sign or type your name in the box below to confirm that you have read and are in agreement with the terms and conditions for NNOS Schools.

Data Protection Act 1998

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. By submitting an application for the Norfolk & Norwich Open Studios Schools scheme you are consenting to the recording and use of the information which you supply.

Signature (type your name if completing electronically)	
Full name	
Date	

Thank you for your application. Please retain the terms and conditions for reference.

The deadline for registrations is Friday 8 December 2017. Please return your completed application form, images and payment using one of the following methods:

By email: nnopenstudios@nnfestival.org.uk

By post: NNOS 2018 Schools Application
Norfolk & Norwich Festival
Augustine Steward House
14 Tombland
Norwich
NR3 1HF

You will receive an email from the NNOS Office to confirm receipt of your application by **Friday 15 December**. If you have not heard from us by this date, please get in touch to check it's been received.