



**Norfolk & Norwich  
Open Studios**

Norfolk & Norwich Open Studios  
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## **School Application Norfolk & Norwich Open Studios 2019 (NNOS 2019) Celebrating 25 years!**

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<br>(inc. postcode) |  |
| Phone number of school                       |  |
| Local Authority Area of<br>your school       |  |

### **Section B: Lead contact person details**

(for office correspondence only and will not be published)

|   |  |
|---|--|
| Name of lead contact person<br>(for NNOS Schools participation)                             |  |
| Telephone / mobile number<br>(preferred) for lead contact person                            |  |
| Email address for lead contact (most<br>of our communication with you will be<br>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)   |  |
| Special opening times (if not 10am - 5pm)  |  |
| 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's Taster Exhibition & Arts Award Discover

School's Taster Exhibition – Tuesday 23 April to Saturday 4 May 2019

All schools taking part in Open Studios will be offered the opportunity to show a selection of artwork at an exhibition held in Norwich. The exhibition works as a promotional tool for both the schools and the scheme. It gives students the chance to

see their work displayed in a public space, demonstrating the value of their work and encouraging artistic aspirations.

We are delighted to be holding the 2019 exhibition at [Anteros Arts Foundation Gallery](#) in Norwich from **Tuesday 23 April to 4 May**.

|   |                          |
|---|--------------------------|
| Would you like your school to take part in the 2019 School's Taster Exhibition?<br>Yes / No | <input type="checkbox"/> |
|---|--------------------------|

#### Art workshops and Arts Award Discover



Alongside the Taster Exhibition we will be offering a life drawing workshop (clothed) run for students at and by [Anteros Arts Foundation](#), as well as an opportunity for students to meet and talk with practicing artists and see their work. Students involved will be able to achieve their Arts Award Discover on the day.

|  |                          |
|--|--------------------------|
| Would you like to register your school's interest in taking part in the workshop? Yes / No | <input type="checkbox"/> |
|--|--------------------------|

|   |
|---|
| If yes, please indicate what days and times would suit your school during 23 April – 4 May: |
|---|

|                      |
|----------------------|
| <br><br><br><br><br> |
|----------------------|

Further details will be sent about the Taster Exhibition and workshop to interested schools in the New Year.

#### **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](mailto: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.

| <b>Data Protection Act 2018</b>  |  |
|--|--|
| 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 7 December 2018.** Please return your completed application form, images and payment using one of the following methods:

By email:      nnopenstudios@nnfestival.org.uk

By post:        NNOS 2019 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 14 December. If you have not heard from us by this date, please get in touch to check it's been received.