

# **Tips for teachers**

## **FORMS**

- Please fill out the SCHOOL CONTROL SHEET carefully with correct year levels and spelling of student names. This is very important for Gallery display, judging and especially Award Certificate Winners. A Sample School Control sheet is on the website.
- Each individual entry requires an entry form and one line on the School Control Sheet.
- COMPLETED STUDENT ENTRY FORMS must be photocopied and attached to each art work as the label.
- LABELS are to be attached to the back, (bottom left) of each art piece.
- FEES- \$5.00 per single entry.  
Multiple individual works on the same theme will attract individual entry fees (maximum of 9 pieces).  
Art Project \$10.00
- ARTIST STATEMENTS are encouraged. These will be kept and displayed with winning entries. Please encourage each student or group of students to write an artist statement.  
Artist statements are ESSENTIAL for Special Theme and the Sustainability challenge.

## **CONTACTS**

- Your direct phone number is preferable. If we only have your school phone number there is often a time delay in relaying messages with school administration.

## **HANGING/ DISPLAYING**

- When choosing your method of display, consider variety; (especially 3 D or group entries).
- Please ensure YOU make arrangements to display art works which ARE NOT wall mounted.
- Hanging art works must be securely fitted with cord or wire ready to hang on walls. The gallery volunteers will hang all wall mounted art works.