



SSI CENTENARY YEAR EXHIBITION 2021

GUIDELINES FOR ENTRIES

Dear Colleague

Please find below guidelines and instructions to assist you in submitting work for ***Words Made Beautiful***.

The final date for submission of entry forms plus electronic images of your entries is 30 September 2020.

The selection of work will be carried out by a group of Fellows, from electronic images, in October 2020.

The selected work will be delivered / posted (by you) to London in January 2021.

SUBMITTING ENTRIES AND SELECTION

You are entitled to submit a maximum of four entries.

Each piece must have been created since 1 January 2017. It is acceptable that it may have been exhibited already.

You must be a Fellow or Lay Member of the SSI.

Please complete an entry form ***for each piece***.

Selection will take place in October 2020 and you will hear the outcome, via email, by 31 October 2020.

There is no entry fee or hanging fee to be paid.

You will be responsible for delivering your exhibition piece(s) in person or by mail to a London address (to be decided) in January 2021, so please consider carefully the size and weight of your finished piece.

FRAMING / DISPLAY

All 2D pieces should be framed with hanging wire and 2 mirror plates attached to the sides of the frame.

All small 3D pieces and books will be in glass cabinets.

If you think your piece is outside these 2 categories please contact the Exhibition Entries Coordinator before submitting your image(s) for selection.

PHOTOGRAPHING EXHIBITS

You are responsible for the creation of the electronic image(s) of your piece of work. This will be used for selection, and any images you submit may also be used (in whole or in part) by the SSI for inclusion in exhibition materials, on the SSI website or SSI publications at a later date.

It is essential that the image is of professional standard. The file you supply should be either a high resolution TIFF (*.TIF) or JPEG (*.JPG). The image should be in colour with a resolution of 300dpi and a minimum size of 10cm x 10cm when printed.

Your image may include or exclude the frame.

In most cases one image will be sufficient. Up to 3 additional images may be submitted if you believe that is helpful.

SUBMISSION OF IMAGES

Images are to be named using your surname and initial. If entering more than one piece, these will be numbered. If entering more than one image for a piece they will be lettered.

Example 1. Karen Osborne is submitting a single image for her single exhibition entry. Her file is a TIFF. The file name is **Osborne K.tif**

Example 2. Paul Anderson is submitting two pieces, one of which has 3 images. His files are jpegs. The file names are **Anderson P 1.jpg Anderson P 2a.jpg Anderson P 2b.jpg** and **Anderson P 2c.jpg**

Images can be submitted in any of the following three ways:

- via email to 100exhibition@calligraphyonline.org
- via WeTransfer to 100exhibition@calligraphyonline.org
WeTransfer is a simple free way to send large files – just go to <http://www.wetransfer.com> and follow the very simple instructions
- on DVD or memory stick.
If you want to do this, please email 100exhibition@calligraphyonline.org and we will give you the postal address. (DVD / memory stick will be returned if you include a stamped addressed envelope.)

TEXT AND COPYRIGHT PERMISSION

The SSI will be subject to copyright regulations. Please enclose proof of written permission from the author/publisher for each piece submitted and attach it to your entry form. We will not be able to accept entries without copyright permission.

Further details are available at <https://calligraphyonline.org/copyright-2/>

Note: Permission is necessary for anything written by an author who has not been dead for 70 years or more. Occasionally the Trustees of an author hold copyright even after their death. Translated texts are also subject to copyright even if the author died more than 70 years ago.

INSURANCE

Your work will be insured from its arrival in London to the close of the final exhibition.

SALE OF ARTWORK

We are hoping that many pieces of work will be for sale. Details of how sales will be managed at each venue are still to be finalised - this may include the purchaser contacting the artist directly.

A list of all entries and contact details of artists will be available at the venue, in the Exhibition catalogue, and on request via the exhibition coordinator.

Please indicate on the entry form if you do not wish your contact details to be included in this list.

If your work is for sale, please state the amount you wish to be paid for the piece. Commission for venues may vary; the price to be displayed on your piece at each venue will be calculated for you.

PACKAGING/SENDING OF ARTWORK (January 2021)

Details for the packaging and labelling of pieces will be provided once the selection of work is complete. Work can be delivered to London either by hand or by post.

COLLECTION OF ARTWORK

At the end of the Exhibition you will be responsible for collecting your artwork.

Further information on this will be made available in the coming months.

Janet Smith

Exhibition Entries Coordinator, Words Made Beautiful

Email: 100exhibition@calligraphyonline.org

The Society of Scribes & Illuminators

WORDS MADE BEAUTIFUL ENTRY FORM

Please complete **ONE ENTRY FORM FOR EACH PIECE OF WORK** and email to
100exhibition@calligraphyonline.org

Your name

Fellow Lay Member (Please tick)

Email address

Address

Telephone number

Contact details to be included in printed exhibition materials Y N

Piece number (if submitting more than one) 1 2 3 4 (Please tick)

Title of piece

Author / Source of quote (if applicable)

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Copyright required Y N (If Y, please attach copyright permission)

Tools and media used

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Dimensions without frame or mount (Height x Width in mm)

Work for sale? Y N IF Y, Price £.....

Year made

Number of images 1 2 3 4 (Please tick)

File name(s) of image(s)

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Submission of images by: Email Wettransfer Post (Please tick one)