**Guidelines for the Submission of Artworks 2024**

The information presented in these guidelines has been collated to assist schools in the preparation for the submission of artworks for The Clancy Prize Religious Art Exhibition. The steps outlined below highlight the key due dates for entry forms, including delivery and collection of artworks. The corresponding pages provide further information regarding artwork submissions and how to prepare pieces for hanging in the Gallery.

1. **Expression of interest Exhibition application by Google Form– due by Friday 3 June, 2024**

Schools need to register their interest by completing the School Submission expression of interest Google Form. By completing the online form, teachers are providing a summary of the artwork being submitted by each student. Each secondary school is invited to submit **up to 3** **artworks by individual artists, or collaborative work, selected from years 7-11** (NO HSC works are to be submitted)

1. **Artist’s Statement Google Form and Conditions of Entry – due by Friday 16, 2024**

Each submitted work is to be accompanied by a brief artist’s statement (no more than 100 words). Teachers are asked to carefully proofread these in advance and ensure that the theme of the exhibition is reflected in this statement.

Conditions of entry must also accompany the student artwork. Failure to have completed conditions of entry form may result in the artwork not being accepted into the exhibition.

Display Cards are to be placed on each BEHIND artwork before delivery.

1. **Sending in your work – due by Thursday 12 - Friday 13 September 2024**

Schools are to deliver or courier artworks to ACU McGlade Gallery either on Thursday **12th - to Friday 13th September 2024**  between *9.00 am and 4.30 pm,* through Gate 3, 25A Barker Road, Strathfield. *Note that artwork/s delivered outside of the specified delivery dates (without approval b yIvanka Rancic) won’t be accepted into the exhibition.*

**NOTE: For identification purposes, all artworks must have a display card attached to the back of each artwork.**

1. **The collection of artworks – Friday, 27 September 2024**

**Schools are responsible for the re-packaging of artworks prior to any individual or courier pick-up.** The gallery will be open for schools to attend to repack and label their artworks for collection by a courier company. Pick-up can be organised from between 9.00 am and 4.00 pm, between **Friday, 27 September 2024** through Gate 3, 25A Barker Road, Strathfield.

***Please note: Sydney Catholic Schools and ACU will take no responsibility for the repacking and labelling of artworks prior to collection by either an individual or a courier company. Any uncollected artworks will be disposed of after the collection date.***

**Entry Criteria**

1. The Clancy Prize Exhibition is open to all Sydney Catholic Schools secondary students including both systemic and congregational.
2. Works will not be accepted without a completed Artist Statement and Conditions of Entry signed by the College Principal, Art Teacher, Student and Parent/Guardian.
3. All works submitted must meet the following criteria as stated in these guidelines to be accepted into the exhibition.
4. Students and ex-students cannot submit works directly into the exhibition without school approval.

Student, parent and guardian enquiries about artworks, delivery and pick-up arrangements will be directed to the Art Co-Ordinator of the school.

**The Artworks**

Each secondary school is invited to submitartworks by 3 individual artists or collaborative works selected from years 7-11

All pieces are to comply with current HSC requirements for weight, and size and suitability for showcase events.

* Artworks may be in any media specified in the NESA Syllabus including video, web-based artwork, sculpture, painting, printmaking and photography.
* The Committee will use its discretion in the display of all works. Given the limited hanging space in the gallery, an entire body of work may not necessarily be displayed.
* For the 2024 exhibition schools are encouraged to explore 2D and 3D Works in new media, installations and collaborative works are also encouraged.
* Each artwork must be **clearly** labelled with the student’s name, school, teacher contact name and telephone number, display cards have been included in the schools’ exhibition information pack.

**The preparation of Artworks (see additional information)**

Schools are responsible for the professional presentation of each work. The ACU McGlade Gallery is equipped with an adjustable hook hanging system and no nails or screws can be put in the walls. Please refer to the following instructions and the attached diagrams for the preparation of works for hanging. The committee will use its discretion in the case of works that arrive with no secure hanging system attached. D-rings or Eyehooks are available from Art Basics, on Victoria Road, Ryde and most picture framers or hardware stores.

If a work consists of more than five pieces, it is requested that it be assembled prior to submission. For works with five or less pieces schools are asked to supply a diagram or photograph to ensure that the pieces are assembled and displayed as intended.

**Two-Dimensional Works**

* **Unframed works on paper** (drawings, paintings, prints, photographs etc) may be firmly mounted on foam core board / heavyweight card or window mounted and backed using heavyweight mount board.
* **Framed work and stretched canvases** must have secured D-rings affixed with screws to each end on the back. For works greater than 50cm in height, D-Ring must be at least 10cm from the top. For works less than 50cm in height, the D-Rings must be affixed 5cm from the top.
* **Unstretched canvases/textiles** must be secured to a dowel rod and have D-rings affixed with screws/super-glue or eye-hooks at each end (as per the sample shown on the attached diagram).

**Three-Dimensional Works**

* Sculpture and installation works must have clear display instructions included and be stable and professionally presented.

**Four-Dimensional Works**

* The ACU McGlade Gallery can provide basic equipment for video and web-based artworks. Teachers wishing to submit works in these media should contact Ivanka Rancic, 0436 682 679 before **16 August 2024**, to ensure that the equipment is available.

**The Exhibition**

* The exhibition is being held at [ACU McGlade Gallery](http://www.acu.edu.au/about_acu/faculties%2C_institutes_and_centres/education_and_arts/galleries/acu_national_gallery_at_strathfield), Strathfield Campus. This is a gallery venue of a professional standard. Signposts to the venue will be evident. The exhibition formally opens on **Thursday, 19 September 2024** at **6:00 pm**, and will then be open each day (except Sundays and Public Holidays) from **11.00 am – 4.00 pm until Friday 27 September 2024.**
* School visits to the exhibition are welcome. For booking and further details please contact Diane Merrilees at ACU on (02) 9701 4140 or email diane.merrilees@acu.edu.au

Consideration of the need for correct delivery, presentation and collection of works eases the pressure and workload on the voluntary committee responsible for the professional display of the works for the exhibition.

– thank you.

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For works greater than 50cm in height, D-Ring must be secured 10cm from top.

For Works Less than 50cm in Height,

D-Ring must be secured 5cm from top.

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