



INFO-PACK (IN 3 STEPS)

- 1.** Complete and add your artwork to the-art-room using our "[Submission](#)" form. This is available directly on our [website: the-art-room.net](http://the-art-room.net) or we can email this to you personally. Should you be an educator, let us know what your role entails as an art teacher in your school, links to websites and/or social media. This info can be emailed to us separately. We will use this info to promote and highlight your own art skills and your role in your school.
- 2.** An Artists release and authenticity certificate will need to be signed by each artist, scanned and sent back to the curators of the-art-room at the point of sale.
- 3.** Price recommendations and all information regarding each piece will assist us to accurately market individual artwork to do it justice. We can assist with this if necessary. When Artwork is sold, packaging will be the artists responsibility and cost.

IF FOR ANY REASON YOU ARE NOT ABLE TO COMPLETE THE "SUBMISSION" FORM, PLEASE EMAIL YOUR SUBMISSION WITH THE INFORMATION BELOW CLEARLY INCLUDED.

Tips for Photographing and submitting art pieces:

Use a good quality smart phone and select the highest quality standards.

Position yourself in front of art and ensure camera is at 90 degrees and not at an angle. Include as little background in your image as possible.

Photograph the artwork in well-lit room without Flash and try and avoid any reflections should the artwork already be framed or behind glass. Please remove any labelling info from actual piece so that the artists identity and privacy is respected.

Please submit each piece with the following information:

- *Name of Artist:
- *Grade of Artist:
- *Age of Artist:
- *School attended:
- *Name of Art piece or Theme associated with/brief description:
- *Dimensions of artwork W cm X H cm:
- * Surface on which the art was completed (mention here if it is already framed):
- *Contact details of Artist:



Liesa or Kim will be in touch on a case by case basis should there be any outstanding issues with submissions or any missing details.

What happens after submission:

Liesa or Kim will be in touch with you to discuss any variation or suggestions regarding prices of each individual piece and to confirm the-art-room commission structure. At this point, depending on the medium and practicality, it will be decided whether to offer multiple prints of the piece, (this would enable buyers to further print on canvas, fine art paper or similar) OR as a once off original. Should Digital Download or prints be offered, the artwork available for purchase needs to be either scanned or photographed at a high resolution no less than 300 ppi so that a potential buyer is able to print in a high resolution. Any costs associated with this, will be for the artist's account.

Artwork will be watermarked and then uploaded to the the art room gallery and added to the shop. At this point any enquiries will be handled by Liesa or Kim based on the information submitted with each piece.

When an art piece is sold:

Wooohooo! SUCCESS! As soon as payment is received by the-art-room, Liesa or Kim will be in touch with the art teacher and or artist concerned to finalise shipping of the art to its new home. We request that great care be taken when selecting packaging materials and securing the artwork. Bear in mind that these pieces could be going anywhere in the country or indeed anywhere in the world. Shipping costs will be for the BUYERS account. **All revenue generated through the sale of art will go directly to the artist.**

The Artwork should be despatched within 5 working days of the sale being concluded. Our promise to our clients is that they should receive their purchase within 10 – 14 days of payment. THIS is non-negotiable if we are to maintain an integral workflow and promise to our buyers.