**APPLICATION FOR COLLEGE END OF YEAR SHOW AT ART EXCHANGE, SUMMER 2018**

**SCHOOL DETAILS**

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| --- | --- |
| School Name: |  |
| School Address: |  |
| School Postcode: |  |
| Name of contact: |  |
| Position within school: |  |
| Direct email address: |  |
| Direct phone number: |  |
| Emergency contact number on the day: |  |

**STUDENT DETAILS**

|  |  |
| --- | --- |
| Year group: |  |
| Number of students involved:  |  |
| How many staff will be supporting the day? |  |
| How have the students been selected for this opportunity? E.g. form group, raising aspirations group, targeted scheme |  |
| Have your students visited a university before? |  |
| Mode of transport |  |
| Are you dropping your party off or do you intend to park on campus? |  |

**EXHIBITION DETAILS**

We are aware that at this early stage you may not have final plans - please fill in the form as best you can. The installation, curation, invigilation and the opening night will be overseen and resourced by the University’s Arts Education Team supported by Schools Membership Plus.

The visit to the University will include a talk by the Art History department and a tour of the University.

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| Date of installation: | 20/ 21 June 2019 |
| Opening: | 21 June 2019 |
| Dates of exhibition: | 22 June – 29 June 2019 |
| Date of de-installation: | 2 July 2019 |
| Date of collection: | 2/3 July 2019 |
| Date of school visit (please identify x3 dates in May 2019).  | Please identify x3 dates in May 2019 from which we can choose. We will visit your students in college, taking about an hour to explain the project and begin planning the exhibition. |
| Outline how you will promote the exhibition and opening within the school community and any steps you might take to encourage attendance: |  |
| Please see attached plan of the gallery and make any comments about the intended use and any specific artworks: |  |
| Estimated number of Artworks: |  |
| Is there any additional information we should be aware of? e.g. medical conditions, access requirements, students with special educational needs. |  |

**PHOTOGRAPH PERMISSIONS**

We may be taking photographs and video recording throughout the event which may be used (with no names attached) for marketing and promotional purposes by the University of Essex and their partners.

If you foresee that a number of students will not have permission to be photographed/filmed please let us know prior to the event.

**RETURN APPLICATION FORM**

The application deadline is 12 January 2018. Please return this form to **kbeckw@essex.ac.uk** no later than this date

Please note that completing the application form doesn’t guarantee your place. The Arts Education Team will be in touch to confirm whether your college has been successful.