

HOW TO SUBMIT YOUR TAKE ONE PICTURE PROJECT

You will be able to submit your Take One Picture project from 1–31 October 2018 via the National Gallery website.

You will need to fill in an online form and send your PowerPoint to:

takeonepicture@ng-london.org.uk via <https://wettransfer.com/>

Ensure you have prepared the following information for the online form:

- School Name
- Full School Address
- Contact Teacher(s) names and job title
- School Phone Numbers
- Email addresses
- How many teachers were involved in the delivery of your TOP project?
- How many students took part? – Give numbers for each year group
- Did you or a colleague attend a TOP CPD day?
- Has your school used Take One Picture to support ArtsMark?

Ensure you have prepared the following information for the PowerPoint:

INTRODUCTION

Provide a brief introduction overview about your school and your project in your PowerPoint.

Evidence you might want to include in your introduction could be:

- How was the picture introduced to pupils?
- How did pupils lead their learning and what did the project involve?
- Which curriculum subject and/or topic links were made with the picture and why?
- What did the children hope to achieve or find out from their project?
- What were the planned outcomes?
- Were there any unexpected outcomes in the development of the work?
- Who took part e.g. the classes, artist in residence, parents, community?

TEXT LABELS

Give an explanation of each piece of work you include in your submission.

If your work is chosen to be shown within the exhibition it will be displayed with a text label in the below format. Use this format when writing about individual works:

- School Name, Location
- _? - _? Year Olds
- 100 words teacher explanation
- Teacher Name and Job title
- Pupil Quote
- Pupil First Name, Age _?

PUPIL TESTIMONIAL

For each piece of work ensure that you have a few quotations from some of your pupils. You will need to include the pupil's first name and age with each one.

Testimonial could be in response to:

- Reflections/descriptions of the focus painting
- The learning process e.g. details of new skills/ techniques learnt
- Achievements and challenges

PHOTOGRAPHS

Use photographs to show the pupils' learning processes and the making of their work.

Make sure you have permissions from parents to include the images and they are happy for the gallery to use them in relation to the Take One Picture exhibition.

Do not include photographs that you do not have permission for the gallery to use.

Ensure that you keep the JPEG photographs.

FILM OR AUDIO FILES

If you have created digital content you can reference it in your PowerPoint but you may need to send separate files. If you need to do this please email takeonepicture@ng-london.org.uk to let us know which school you are from and that you will be sending the files via <https://wettransfer.com/>

- Sound files can be submitted in any of these formats: PCM .WAV, .MP3 (320mbps preferred, 192mbps minimum), .AIFF
- Video Files can be submitted in any of these formats: 1920x1080 @25fps (min 1280x720 @25fps)
Codec: H.264, DNxHD, AVCHD, MPEG2,
PRORES File Extension: .MOV .MP4 .WMV .MPG .MTS

Before you submit your project please ensure you have read and agreed to the terms and conditions of the Take One Picture project.

TERMS AND CONDITIONS FOR THE
NATIONAL GALLERY'S 'TAKE ONE
PICTURE' PROGRAMME
(the 'Terms and Conditions')

1. By submitting an application in the *Take One Picture* programme (the **Programme**), you accept and agree to be bound by these Terms and Conditions.
2. You understand and accept:
 - If a school is selected to showcase a work at the *National Gallery*, there is no guarantee that all or any of a particular child's work will be in the exhibition
 - The *National Gallery* cannot confirm exactly which pieces of work will be used until the exhibition has been installed
 - Schools are responsible for liaising with parents/legal guardians and pupils regarding the exhibition and communicating relevant information
 - Schools are responsible for ensuring that all information provided to the *National Gallery* is correct
 - Schools are responsible for ensuring that the *National Gallery* has the necessary permissions to display and use photographs and pieces of work submitted for marketing, the website and sharing with external stakeholders
 - Schools will not submit photographs or works without the necessary permissions to display and use them (including permissions for photographs that include children)
 - All the work submitted must be the work of the children. You / the school must not hire external individuals or companies to design the work or provide guidance to pupils
 - Schools are responsible for ensuring that they have the correct permissions to use third-party materials (e.g. music or film) within their submission or finding an alternative piece if necessary
 - The *National Gallery* will return all work after the exhibition has finished
3. We do not claim any rights of ownership in the application submitted or the work referred to in it (together, the **Project**) and have no intention of commercially exploiting the Project. Where you / the copyright holder(s) allow us to use images, excerpts or film of the Project:
 - a. it will be on a non-exclusive basis, for the main purpose of promoting the Project and the Programme as a whole, during the Programme and for a reasonable time after the Programme in which the Project is submitted ends; and
 - b. the creator(s) of the Project and school will be properly attributed.
4. We reserve the right to refuse entry, disqualify an application or revoke any award already given (e.g. certificates, display at the *National Gallery* premises) if:
 - a. you breach any of these Terms and Conditions; or
 - b. your conduct, or any aspect of the Project (including any part of the production process), is deemed by us to be contrary to the spirit or intention of the Programme or the National Gallery's aims or policies.
5. No partnership, agency relationship, joint venture or association is formed between you and us as a result of entry or participation in the Programme. You may use the *National Gallery* name and logo for non-commercial purposes in connection with the Programme and associated events only.
6. You agree to participate in any reasonable publicity for the Programme required by us.
7. Personal data supplied during the course of the Programme may be held and used by us to administer the Programme and deliver awards only.
8. We accept no responsibility or liability for:
 - a. loss or damage to any Project that is lost, mislaid, damaged or destroyed in transit, at any time;
 - b. loss, damage, personal injury or death occurring as a result of displaying a Project at the National Gallery premises, except where it is caused by the negligence of us, our employees or agents; or
 - c. any use of the Project (at any time) by you or others which may infringe the intellectual property rights of third-parties or the rights of the creator(s) of the Project.
9. These Terms and Conditions shall be governed by English laws and the parties submit to the exclusive jurisdiction of the English courts.