

Checklist for CONSTRUCT at Sunny Bank Mills
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	PLEASE SUBMIT THE FOLLOWING PAPERWORK	TICK
1	Sending-in form: Please print 1 copy to be included with your work. Don't forget to print a 2nd copy for your own records	
2	50 word statement form: Please complete and print 1 copy for each piece submitted. Don't forget to print a 2nd copy for your own records	
3	Email a copy of your statements to: Richard McVetis by 14th June 2019 Do not use the statement form for this. Just type your name, title of work and statement techniques, materials, wall price directly into the body of an email. Don't forget to send a statement for each piece submitted.	
4	Cheque (payable to 62 group) £7 for each piece submitted. (you may submit up to 3 pieces for this exhibition).	
5	Stamped addressed envelope for selection decisions. NB: International Members will be contacted by email with the result of selection	
6	Clear hanging/packing instructions (Photographs of your work which will assist with hanging). All fittings for display of your work.	
7	A photograph of your work attached to the inside top of your box to assist with locating your box and re-packing.	
8	Have you put all your paperwork in an A4 Punched poly pocket (to fit in an A4 ring binder) and enclose it inside the box with your work?	

	LABELING AND PACKAGING	TICK
1	Have you clearly labelled your work on the back with your Name + Title of work?	
2	Have you clearly labelled each box on the outside with: 62 Group, number of boxes (eg 1 of 2 boxes), paperwork enclosed, delivery address and sender details?	
3	NB • Important Your work should have its own individual packaging for its return in case of non-selection. Have you checked your individual packaging is robust and re-usable for the return of your work and enclosed an A4 Self Adhesive Address Label? Have you clearly labelled all your packaging?	

	DELIVERY/COLLECTION	TICK
1	Have you checked the guidelines for sending-in and collection dates and times?	
2	Have you indicated whether you will be collecting the work in person, or are sending a courier to collect the work?	