

Your child will have an order form in their bag, with all the information on for ALPA Christmas Card Project 2011. This must be completed and handed in on Monday 31st October, our order is being collected on Wednesday 2nd November and your cards will be in school by 1st December. If you do not have an info pack but would like to take part read the information below and I will be in the Gallery on Monday 31st to complete orders. Your child/ children just need to complete their 'Christmas Art' on an A4 OR A5 piece of paper or card as instructed below, cheques payable : FRIENDS OF ARNOLD LODGE PLEASE. THANK YOU.

### Overview of how the project works

The project involves each pupil completing an A4 or A5 sized design for a Christmas Card. The artwork could be completed as part of a school activity or set as a homework task.

- **You are not restricted to just felt tips and pencils... get out the glitter and googly eyes!**
- We allow a wide range of media including glitter and collage. These designs will be used to professionally print packs of cards.
- **MAKE CHEQUES PAYABLE TO - 'FRIENDS OF ARNOLD LODGE SCHOOL'**

### Costs to Parents

- **£5.50 for 1st pack of 12 cards**
- **£4.50 for additional packs of cards**
- **£2.50 for a pack of 12 tags**
- **There are no minimum orders and all admin packs, collections and deliveries are free of charge!**

### Late Artwork

We do process late artwork however as it is not processed as part of a school we charge a handling and postage fee in line with what we charge for any individual work we complete.

All of our cards are printed on our top of the range Xerox iGen which gives a beautiful silk finish to the print. We use high street standard coated stock giving our cards an unbeatable professional finish.

### Cards

- Each pack of 12 A6 cards is printed with the child's individual design on the front.
- On the back we print the child's name as the designer. The schools name or an organisation for which fundraising is taking place is also printed on the back of the card.
- Inside the purchaser can choose from a range of greetings or leave the card blank.
- The cards are beautifully packaged with 12 white envelopes in a clear cellophane wrap.

### Gift Tags

- 12 folded gift tags with the child's design printed onto the front and the name of the child as designer printed on the back.
- Packaged with adhesive pads in a clear cellophane wrap. (We are happy to provide samples if required)

### Organisation and Administration

We aim to keep administration to a minimum. All participating schools are provided with a comprehensive administration pack -sent out from the summer term onwards - which contains organisers guide, lesson plan ideas and pupils order forms and posters. You can view our [gallery](#) for artwork ideas or purchase our fantastic 'Christmas Art Ideas' book which is packed with brilliant tried and tested ideas collected from hundreds of schools.

### ARTWORK GUIDELINES

**Please read and adhere to our artwork guidelines so that we can produce the best possible quality cards from the artwork we receive.**

**Artwork must be completed on A4 or A5 sized paper or card.**

The artwork can be either landscape or portrait. Please attach artwork to the form with Pritt Stick! Don't use staples, paperclips and sellotape as it will spoil the look of the artwork!

So that we can print the design the correct way up please circle the arrow on the order form which points to the top of the artwork.

Keep important details such as text, border designs and/ or important features at least 1cm away from the edge of the paper. We cut the finished cards a couple of mm in from the edge so as to avoid white lines on the cards and we hate trimming off important details! Please note anything extending beyond the A4 or A5 sheet will not appear on the finished card at all.

Please try to keep designs unfolded and damage free as creases and marks will show on the final print.

**Bold and bright designs that fill the paper produce the best effect. Large areas of white background are less effective.**

#### Good results:

- **Pastels (chalk and oil)**
- **Paints (all techniques and media)**
- **Collage (including paper, fabric...ensure well secured!)**
- **Felt pens**
- **Line drawings in 2b pencil or ink**
- **Inks**
- **Printing**
- **Sprinkled glitter**
- **Charcoal**

#### Variable results:

- **Colour pencil (if you press firmly on white paper this produces best results)**
- **Metallic Paper (sometimes reproduces well but colours can vary due to reflection and reproduction techniques)**
- **Metallic pens and paint.**

#### Do Not Use:

- **Same coloured media or material applied to a similar coloured background!**
- **Silver stars onto a white background!**
- **Silver metallic pens on to a white background.**
- **Photographs printed onto reflective paper.**
- **Pencils and coloured pencils onto coloured paper.**
- **Holographic wrapping paper.**