

Dear Artist

We are very pleased that you wish to submit work for *Somewhere Unexpected*, the Norwich Castle Open Art Show 2021.

The entry process is via the East Anglia Art Fund (EAAF) website:  
[eastangliaartfund.org.uk/somewhere-unexpected](http://eastangliaartfund.org.uk/somewhere-unexpected)

You do not need to be a member of EAAF to submit work for the Open Art Show (OAS).

On the EAAF homepage there is a button to click through to **Open Art Show**. Next, click on the Start Submission/Continue button – you will be asked to Login or Create and Account. If you are an EAAF member or have previously submitted for the OAS *Inheritance*, you will already have an account. If not, you can **create an account** with a form that asks for an email address and password. This form also asks for your mailing address.

You will then arrive at the **My Account** page with buttons for the **Open Art Show** on the right hand side. Click on the **Add Biography** or **Add Artwork** buttons to start your submission. Please note that once you begin the submission process you can return to it and edit up until the submissions close on March 14.

The **Application** includes a mandatory field for a **Biography** of up to 100 words. This biography will not be seen prior or during the judging process but may inform label text if your work is selected.

With the **Add Artwork** button you can submit up to 2 works. There is a separate form for each work. If your work is 2D or 3D, the form will ask for title, date, medium and dimensions of your artwork in millimetres. Please include frame in these dimensions. If your work is digital or performance, please provide a duration and you can give us a link to view the work.

For each work, there is a mandatory **Description** field in which you can give further information about the submitted work. This **Description** will inform the selection process and will be the basis for the text label for your work in the gallery. You must attach an image of each work submitted – there is no limit to the size of image but jpegs will load faster than large tif files.

Once your submission is made, the **Add Artwork** button will be replaced by **Edit Artwork**, so that you can login and edit the details of your work – at any time until the close of the call on March 14.

When your submission is complete, you will be able to click on the **Submit and Pay** button. You will then be asked to review and agree to the **Terms**, which will also be emailed to you with your confirmation and receipt.

We have tried to make this process as simple as possible, but if you do have problems please send us an email [info@eastangliaartfund.org.uk](mailto:info@eastangliaartfund.org.uk) and we can arrange to talk you through the forms and resolve any issues arising.

With thanks

Amanda Geitner, Director EAAF

