



CAULIFLOWER CARDS

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ADMIN GUIDE THE ART PROJECT

PLEASE READ THIS CAREFULLY
BEFORE YOU START



ENCOURAGING
Creativity & 
IMAGINATION

Dear Project Organiser,
Thank you for registering for our Card Project.
Enclosed in your 'The Art Project' you will find:

1. **Admin Pack** contains: a) Admin Guide (you are reading it now!) b) School Purchase Order Form with envelope c) Courier Return Sack(s).
2. **Class Envelopes** (one per class) contains:
a) Teachers Guide b) 30 x Pupil Order Forms c) 1 x sample card

Note: PTA Organisers we have more suggestions to help run a successful project on our website: cauliflowercards.co.uk/art-project-pta.html



What you get

Cards

- A pack consists of 12, A6 Cards printed onto coated card, and 12 white envelopes.
- Pupils' designs are printed on the front of each card and their name as the designer is printed on the back.
- The packs are professionally packaged in clear cellophane wraps.

Postcards

- A pack consists of 12, A6 postcards printed onto 300 gsm card.
- Pupils designs are printed on to the front of each card and their name as designer appears on the back.
- The packs are professionally packaged in clear cellophane wraps.

Mugs

- 10oz white dishwasher proof Durham styled Mug design
- Pupils designs are printed on to the front of each side set in an attractive background design.
- Child's name printed next to handle

Bags

- 38 x 43 cm- Eco Tote Bag (made from recycled materials)
- Pupils designs are printed on one side set in an attractive border design.

What it Costs

	School Price	Parents Price	Fundraising
First Pack of 12 Cards	£4.50	£5.50	£1.00
Pack(s) of 12 Postcards	£3.00	£4.00	£1.00
Mugs	£4.50	£6.00	£1.50
Bags	£4.50	£5.50	£1.00

School price includes VAT and a full VAT invoice will be issued.

ARTWORK COLLECTION AND CARD DELIVERIES ARE FREE

Card Returns

Printed cards are delivered to the school within 10 working days of collection of your artwork – please advise us of any special dates/events you need your cards delivered by.

Help Guide for Organising The Art Project

1. Set out an achievable timetable for the completion of artwork and collection of orders working back from our artwork return deadline.
2. Decide whether the childrens artwork is going to be completed in school with the help of staff or at home as a homework activity.
3. If artwork is to be completed in school with staff involvement, ensure teachers are aware of the ARTWORK GUIDELINES found on the back of this guide. Additional guides are located inside each class envelopes. (Also located on the pupil order form for those organising the artwork to be completed at home.)
4. Orders can be collected from parents by sending the pupil order forms with attached artwork home or by inviting parents into school to view the artwork and place orders.
5. This is a fundraiser so it is a good idea to promote as much awareness of this activity as possible. You can download posters to display and sample cards are provided in each class envelope. We are more than happy for family and friends to join in as well!
6. For multiple orders (ie separated parents or school order) of artwork please photocopy a blank form, fill in the additional order and staple it to the original order form.
7. Class Envelopes containing artwork orders along with the completed school purchase order form must be made ready in the courier return sack.
8. You can organise your collection with us as soon as you are ready via our website. Have your courier bags ready for collection at the school office.

Collecting Orders

Parents must make cheques out to your school/organisation. The price the parents pay includes your fundraising.

Completing your Purchase Order Form

Completion of this form provides essential information so that we can process your order correctly and there are no delays. IMPORTANT the caption/school name that you wish to have printed on the back of all your cards is filled in on this form - no caption will be added if we do not receive a filled in form.

Return your School Purchase Order Form

The School Purchase Order Form should be placed in the envelope provided and returned to us in the return sack with your Artwork and Orders.

Payment

We will send you an invoice when we despatch your cards. Payment details can be found on the invoice, your payment can be made by BACs or Cheque.

CHECKLIST FOR ORGANISING CLASS ORDERS:

- Check all pupil order forms are completed correctly
- Record all pupils taking part on the class envelope
- Place pupil order forms into class envelopes
- Complete School Purchase Order Form
- Add caption to the School Purchase Order Form
- Book collection with Cauliflower Cards



0800 043 2273

ARTWORK GUIDELINES

- 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 pupil order form provided with Pritt Stick. Don't use staples, paperclips, or sellotape as it will spoil the look of the artwork!
- Circle the arrow on the pupil order form to let us know the orientation of your design.
- Keep important details such as text and border designs at least 1cm away from the edge of the design. A small amount of the design is trimmed during production and we don't want you to lose important details.
- Everything on your design will be printed including hand drawn borders.
- Anything extending beyond the A4/A5 sheet of paper will not appear on the finished card at all.
- Keep designs unfolded and damage free as creases and marks will show on the final print.



After trimming

cauliflowercards.co.uk/art-project-artwork-guidelines.html

Good Results

- ✓ To complete the design pupils may use a wide range of materials including collage.
- ✓ Bold and bright designs that fill the paper produce the best effect. Large areas of white background are less effective.

Do Not Use

- × Same coloured media stuck on the same coloured background
- × Photos printed on glossy paper
- × Transparent film covering your artwork

REORDERS

Reorders can be placed on our online shop. This allows parents to reorder directly from us. The school will not receive a donation for these orders.

Terms and Conditions are located on the back of the school purchase order form.

CAULIFLOWER GROUP LTD.



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