Thank you for your interest in submitting artwork for the My Lovely Postcards project. Please read through these submission guidelines thoroughly before completing our submission form or sending us your artwork, as we may not be able to accept work that does not follow our guidelines.

**When do submissions open and end?**

Submissions for artwork open on 1st February 2021, and close on 30th March 2021. If you would like to participate, please complete a submission form as soon as possible.

**What size of artwork can artists donate?**

Please ensure that your artwork is 6 inches by 4 inches, with a 2mm bleed all the way around. Your artwork should be no thicker than 1.4mm. If necessary, you should back your artwork onto card no larger than 8 inches by 6 inches.

**What kind of artwork can artists donate?**

We’re looking for a diverse range of artwork in all art styles, and you do not need to follow a specific theme or work in a specific medium. However, please make sure that whatever you submit is your own, original work, and follows our size guidelines above. We respectfully request that the artwork is suitable for all audiences and in keeping with the values of Sobell House Hospice Charity Ltd.

**How many pieces of artwork can one artist donate?**

In order to maintain the varied feel of the exhibition, and to allow as many contributors to take part as possible, we ask that no artist submit more than three pieces of work.

**Who owns the artwork?**

Once it is donated, the artwork becomes the property of Sobell House Hospice Charity Ltd., although you retain copyright as the original artist. By donating your work to us, you grant us permission to reproduce the artwork for promotional and publicity purposes, and to publish the accompanying information included within the submission form. Any unsold works will remain the property of Sobell House Hospice Charity Ltd.

**What happens to the artwork?**

Once we’ve received your artwork, we’ll store it until the submission period ends. Then we’ll photograph the artwork for our online auction. Once the auction has ended, we’ll send the artwork to the winning bidders.

**Where should artwork be sent?**

After filling out the artwork submission form, please carefully package your finished artwork and send it to us by post to:

My Lovely Postcards,   
Sobell House Hospice Charity,   
Churchill Hospital,   
Headington,   
Oxford,   
OX3 7JE.

You should include in the envelope either your completed submission form (if you filled out a paper copy) or a slip with your name and email address (if you filled out the form online). If you are submitting multiple artworks, please make it clear which artwork title goes with which.

You should send your artwork to us as soon as you’re ready. All artwork must reach us by the 30th April, or we may not be able to include it in the auction.

**When and where will the auction take place?**

This year’s auction will take place online, we will send you a link to the auction website nearer the time. The auction will take place from Friday 25th – Sunday 27th June 2021.

**What is the project raising funds for?**

The proceeds from My Lovely Postcards 2021 will go towards Beth’s Bursary Fund which provides bursaries to Sobell House nursing staff, to enable them to access training and further education. The fund was set up in memory of Beth Foreman by her family.