

My Lovely Postcards 2023

Thank you for your interest in submitting artwork for the My Lovely Postcards exhibition and auction.

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.

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**When do submissions start and end?**

Submissions for My Lovely Postcards open on Thursday 5 January and close on Friday 31 March 2023. If you would like to participate, please complete our artwork [submission form](https://sobellhouse.org/get-involved/my-lovely-postcards/) as soon as possible.

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

Please ensure that your artwork is 148mm x 105mm (6 inches by 4 inches), with a 2mm bleed all the way around. 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 drawn and painted artwork in all art styles and any 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. Please note we are not taking photographic or digital submissions for this exhibition.

**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.

Inside your envelope, please include a slip with your name and email address. 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, but we kindly request that all artwork reaches us by Friday 21 April. We are unable to include artwork that arrives after this date in the exhibition.

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

The auction takes place online from Thursday 18th - Sunday 28th May 2023. You will able to place a bid while visiting the Cloister Gallery at SJE, Iffley Road, Oxford, OX4 1EH. Please [check our website](https://sobellhouse.org/get-involved/my-lovely-postcards/) for full opening hours in early May.

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

The proceeds from My Lovely Postcards 2023 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.