THIS SHEET IS FOR UNIVERSITY REFERENCE ONLY

**How to adapt your documents for your AA2A application pack**

All sample documents that make up your application packs are available from the [Downloads](https://aa2a.biz/resources/downloads) page in the ‘Resources’ area of AA2A’s website. Documents that require login use the password ***Leonardo****.* **Please do not give this password to artists.** We will also email these documents to you directly once updated.

**ADAPTING DOCUMENTS FOR YOUR SCHEME**

The sections, which need editing, checking, or adapting, are in red and include typical wording or dates or fictitious names, e.g., Bestfield University and Pablo Picasso

This does not mean that you cannot alter other wording, but we would expect these alterations to be minor or be adding more detail about your scheme.

Before sending us your adapted pack check that you have updated everything in red and changed it to black. We will check everything and return it to you for circulation. We can always help you put your pack together over the phone if that’s easier for you.

**ADVICE ON APPLICATION PACKS**

* We suggest you run a totally digital application process, but allow for the occasional artist who has real difficulty with the digital format.
* We recommend sending the individual documents as Word attachments.
* Please check the size of your adapted documents. If they go much above their original size (around 200-300KB) then check any logos you have added are not at fault. You can usually reduce the size of the logos using a ‘Reduce file size’ option (try the file or edit menus).
* Check the final size of your email. The four documents we provide should be about 1.5 MB (plus any maps or links you have added). This is important, as some large emails are blocked by servers and your artists may not receive anything to alert them of this.
* You may want to upload your finished documents to your own website so that artists can download them directly, although this can make it difficult to capture artists email addresses so you can send deadline reminders.

**WHAT TO SEND TO ARTISTS**

**Covering email** - Use our text and any logos / headers required

**Information for artists**

You may wish to add extra information to draw attention to anything about your scheme that is different e.g. any potential restrictions (e.g. fixed dates for workshop inductions, if you can’t accommodate block access, or if you are trying to re-animate little used equipment). Also, any features about your scheme, which may attract applications (able to provide ongoing work area, storage space, exhibitions, etc.) NB: Don’t forget the start and finish dates in this document should match the covering email. **Add information about the institution**, links to your website etc. (or provide as a separate attachment) e.g. provide a map or description of the department

**Artists’ application form**

 NB: Don’t forget there is an application deadline here, which should match the covering letter.

**Equipment list** - If you haven’t provided a link to this elsewhere then provide this as an attachment. Please note that the one provided is only an ‘aide-memoire’ to help prompt you when producing your own list. This sample document shows the minimum level of information expected. Adding sizes or types of equipment will improve the usefulness of the list. This should include details of any specific booking arrangements and induction procedures required. We now also upload these lists to your [AA2A webpages](https://aa2a.biz/colleges_menu/current-colleges)