



Project proposals are welcome at any time. However, please bear in mind that we try to work to the following schedule:

March / April	Booking projects for September – December
August / September	Booking projects for January – March
December / January	Booking projects for April – July

Sometimes we book two terms ahead, if we know a particular event / exhibition is coming up that we want to be part of, or if we have specific project funding.

Project proposals should be brief (one side of A4 is plenty) and contain the following:

- Brief outline of project (artform, intended outcome)
- Whether it is intended for a specific event / festival (i.e. is time-sensitive)
- Which group you want to work with (you might not have a particular group in mind, that's fine too)

Send all project proposals to info@pyramid-of-arts.org.uk

Processing:

- The Administrator will send you an email to acknowledge receipt of your proposal
- The Administrator will read the proposal and make note if it is time-sensitive
- The Administrator will notify the Director and Group Coordinator(s) that it has been received
- The Administrator will save the proposal in the 'for consideration' folder, to be reviewed when projects are next being booked

Notifications:

We offer no guarantee that we will book all projects that are proposed. Please assume that if you have not heard from us 10 weeks before the start of term, your project has not been selected for that term. Your proposal will still be kept in the 'for consideration' folder for next time. (If there is a particular reason why we do not think your project will work, we will email you and ask you to revise it.)

The Administrator will email the whole CAV team 6 weeks before the start of each term to confirm what projects have been booked.

Notes:

All project proposals remain the intellectual property of the author(s) until such a time as a contract is entered into with Pyramid of Arts, and they are free to deliver their project elsewhere if they so choose (but must notify Pyramid of Arts to withdraw the proposal). Pyramid of Arts will only offer the proposed work to the author(s) and will not seek to take ownership by offering the work to other artists.