

Checklist for acknowledgements and logos

When creating pieces of artwork interpretations or website pages please ensure that you include acknowledgements and logos. Making sure that your proofread before printing and installation.

Acknowledgements

1. Explain the project – use project overview to write something succinct
2. Include acknowledgement of the funder(s)
3. Include information on partners – name of organisation and brief synopsis of their work e.g. “The X project is funded by x and is a collaboration/partnership between:....(list partner)”
4. Include thank you’s (With thanks to...). The people who should be thanked includes:
 - a. Artist(s)
 - b. Participants “for their dedication and hard work” or similar
 - c. Support worker (s)
 - d. Project partner(s)
 - e. Venue staff
 - f. Any other(s) involved in making the project happen

If your artwork or marketing has been designed, include information on the designer where possible and include credits for any artwork or imagery which has been created professionally or granted use of.

Use/order of logos

If using logos on your marketing/interpretation/website pages, where possible request a copy of the most updated and highest quality image from the funder or organisation. Some organisations/funders have media pages on their website where you can download their logos from and have branding guidance for use.

Please make sure that you read and follow any guidance if you use logo’s this way.

Standard order for logos is:

- Project partners (if several, go in order of the most involved to least)
- Project funders (if several go from biggest project funder to least invested in the project funder)
- You may choose to include logos of those who provided things to the project ‘in kind’ if you have space or if agreed with the organisation providing ‘in kind’ as a requirement.