

Personalised Christmas Cards: **TEACHER'S GUIDE**

It's time for your class to get creative!

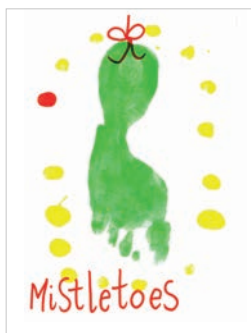
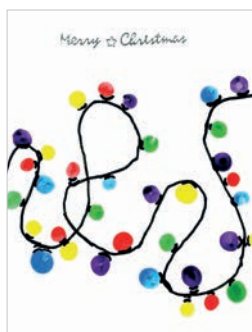
HERE'S HOW IT WORKS...

1. Provide each child with an artwork template - **but do not photocopy them.** Ask your fundraiser if you need more.
2. Ask the children to draw and create designs on the templates. We've included some ideas and inspiration on the inside of this guide to help.
3. Make sure all children's designs are neatly within the template for the best printing results. **All designs must be portrait, not landscape.**
4. Ensure that each child's design has their name in block capital letters at the top of the template. **This should be completed by the teacher.**
5. Collect all templates and pop them back into the envelope, fill out the details on the front and have them ready for your fundraiser to collect by your agreed completion date.

Handy tips for best results

✓ DO USE:	⊘ DO NOT USE:	
<ul style="list-style-type: none"> ✓ Felt tip pens ✓ Coloured pencils (firm pressure) ✓ Paints ✓ Wax crayons ✓ Ink 	<ul style="list-style-type: none"> ⊘ Metallic paper and stickers ⊘ Glitter ⊘ Fluorescent colours ⊘ 3D objects ⊘ Same coloured media or material on the same colour background 	<ul style="list-style-type: none"> ⊘ Photos printed onto glossy paper ⊘ Folds and creases ⊘ Sellotape ⊘ Staples ⊘ Paper collage
<p>PLEASE NOTE THAT IF ARTWORK TEMPLATES USE ANY OF THE ABOVE WE WILL NOT BE ABLE TO PROCESS THESE DESIGNS AND WILL RETURN THEM.</p>		

Design ideas and inspiration



Design Guidelines and PROBLEM SOLVING

Designing too close to the edge

Problem:

Designs too close to the edge of the artwork template are trimmed off in production.

SOLUTION:

Keep important features at least 1cm away from the edge of the artwork template. We do our best to spot anything close to the edge but are unable to rescue designs that run over the edge of the template.



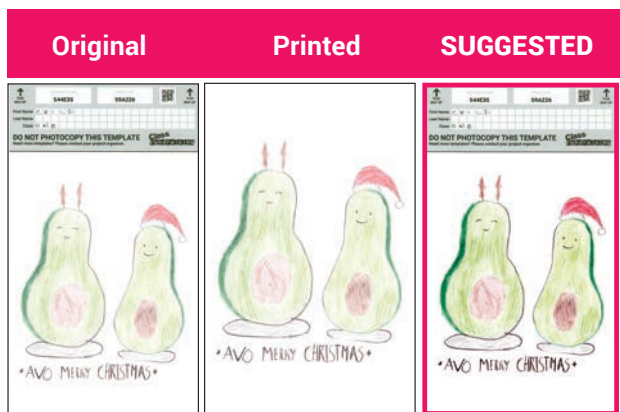
Light pressure using coloured pencils

Problem:

Coloured pencils can sometimes appear faint and therefore will not show up very well when printed onto our cards and products. The colours may appear washed out and faded.

SOLUTION:

When using coloured pencils always press firmly to make the colours show better. Try using dark felt tip pens to outline coloured pencil designs which will help them stand out.



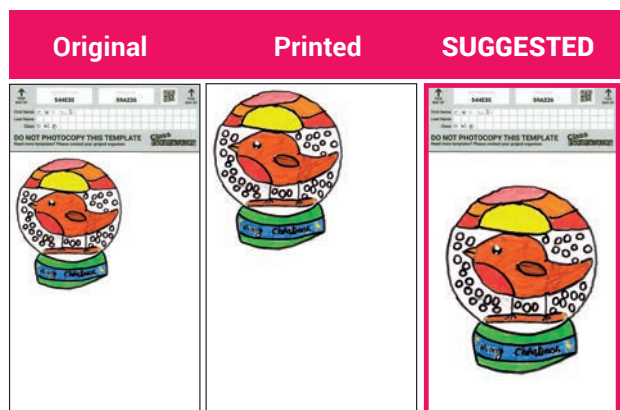
Designs that are not central in the template

Problem:

The design is in one corner of the template, and when printed onto cards and other products will appear much smaller and not central.

SOLUTION:

Encourage artists to make use of all the space within the edges of the template to ensure that they are big and bold when printed and aligned neatly.



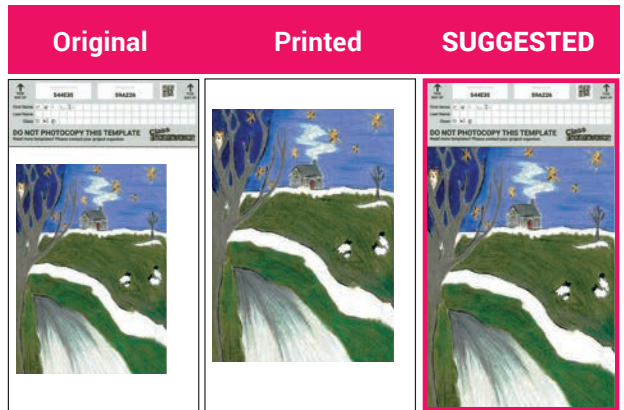
Designs that use block colouring and do not reach the template borders

Problem:

Designs that use block background colours and do not reach the edges of the artwork template, resulting in an additional white border. This could be because designs have been printed or copied onto the template.

SOLUTION:

Make sure all block background colours reach all edges of the artwork template to ensure they are centrally aligned and fill all the excess white space – but be careful not to go over the edges of the template!



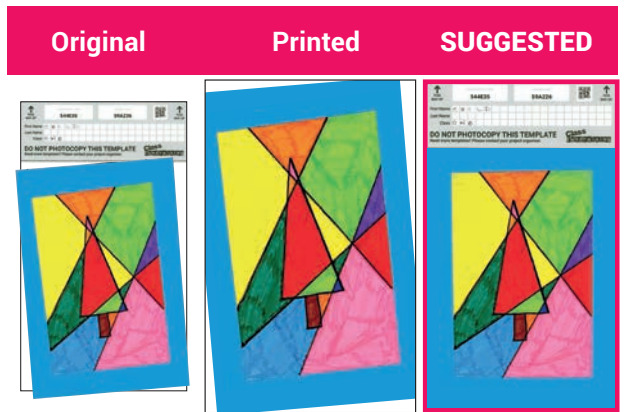
Sticking designs onto the artwork template

Problem:

The stuck-on design has been applied and goes over the artwork template border and is not neatly applied, meaning parts of the design will be cut off in production and the design will not be straight when printed.

SOLUTION:

Make sure you stick designs onto the templates so they are straight and neat within the edges of the artwork template. You might need to help little ones do this!



DO NOT USE:

- Metallic paper and stickers
- Glitter
- Fluorescent colours
- 3D objects
- Same coloured media or material on the same colour background
- Photos printed onto glossy paper
- Folds and creases
- Sellotape
- Staples
- Paper collage

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NEED HELP?

visit www.classfundraising.co.uk/organisers-guides