**Creative Learning Partnerships**

**Documentation Specifications for Acquittal**

**Photographic Documentation**

Please upload to Acquittal Portal:

* Up to 10 high quality image files
* That look clear, sharp and bright
* With good composition
* Featuring no more than three (3) people
* That are 300 dpi (print quality), with a size of 500kb -1000kb (.jpg or .png. or .tiff files\*)

That also illustrates:

* The art-form of the project
* The type of project
* The artist working with the student AND/OR
* The work in progress AND/OR
* The final outcomes including audience participation AND/OR
* The teacher working with the artist AND/OR
* Other peer learning



*Image from* ***Footscray Primary School*** *with Jo Trevathan. Photo by Dan O’Brien.*

Please note:

* When uploading the caption, credit information for each image in the field provided

\*(If the specifications can’t be met, JPEG’s at lower resolutions are acceptable.)

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*Image from* ***Seville Primary School*** *with Lia Hills. Photo by Singing Bowl Media.*

**Video Documentation**

Consider, before filming, how the vision and audio will be captured to ensure best production values, e.g. use of a tripod, best position regarding light and sound sources. Will you need an extra mic to pick up the audio?

Please upload to Acquittal Portal:

* Videos of performances or digital art works such as animation and web pages
* Due to 25MB per file limit, please submit URL links to existing video footage AND/OR
* Selected stills from the DVD for publication
* Preferred Resolution – 640 x 360 px (widescreen) minimum 400 x 300 px, 25 frames per second (fps)



*Image from* ***Montague Continuing Education Centre*** *with Dave Jones*

**Audio Documentation**

Please upload to Acquittal Portal:

* Audio of music/sound performances and/or compositions
* Digital audio files should be in MP3 or WMA
* Compressed to a minimum of 192kbps

**Curriculum Materials**

Please email copies of

* Relevant curriculum plans AND/OR
* Relevant assessment rubrics AND/OR
* Unit of work planners AND/OR
* Lesson plans AND/OR
* Sketches, drafts, designs AND/OR
* Screen shots of web-based resources AND/OR
* Relevant school newsletters and media