

Your invitation cards and digital invitations

The school will send out your digital invitation and press release via e-mail to the press and others who have indicated their interest. This means that you yourself prepare the press release and invitation and send it to me, I will then send it on to our e-mail groups.

You make your own invitation cards and order the printing of them, this cost is on you. From the school you will get 50 envelopes, 45 domestic postages and 5 foreign postages if you choose to send it as regular mail. It is not any longer mandatory to make an invitation card on paper, you can choose to make it only as a digital invitation.

Of course we can be a bit flexible and replace a number of domestic postage rates against foreign postage if you'd rather send to more foreign addresses. Two domestic postage rates correspond to a foreign postage. The school will pay for the postage up to the cost of 50 domestic letters under the weight of 50 grams.

You may of course use the addresses you wish, but usually we also print address labels from our mailing-list that you can use. We print the labels and hand them over to you, so that you can choose who you want to send to. You don't need to buy stamps, the school has a postage machine that you use. **Please contact me and we decide a day and time when you can come by the office and get the envelopes, labels and info on how the postage machine works.**

You need to send me, (evalena.tholin@kham.lu.se) your invitation and press text no **later than 12 days before your exhibition opens. The digital invitation is good to send out Thursday the week before your exhibition and the paper invitations a couple of days earlier.**

The school also makes an FB event or links to your own and publish info about your exhibition on the school's website.

The first Wednesday after your opening 10.00, the schools photographer Youngjae Lih will document your exhibition. You will get a separate e-mail regarding the documentation. And the exact date for it.