

Annex 6: Template for Artwork Label / Plaque

A standard format to be used for the purchase and installation of plaque for the artwork. Production and installation of plaque is the responsibility of Commissioner (Departments/ Units).

1. Considerations for making of plaque:
 - Placement of Label / Plaque is easy to access.
 - Readable from 1- 2 meters away.
 - Use of typeface, colours and logos must conform to Corporate Identity Guidelines (see <http://www.nus.edu.sg/identity/guidelines>)

2. Format:

Name of Artist/s
Nationality / Year of birth

Title of Artwork, Date of completion

Short Biography of artist

- Description of artist's history
- If NUS Alum, include Faculty and Year

Short explanation of Work

- Description of theme / concept / unique information related to work, e.g. anniversary commissions, collaborations with staff/student

Credit Line

- Indicate ownership
- Acknowledge Donor, Patron, Sponsor or Foundations
- Indicate year of gifting
- Ensure consistency with signed Agreement and/or consultation with DVO