2015 Art Submission Checklist

When preparing for the Congressional Art Competition, please complete the following checklist. This will ensure that the Congressional Art Competition staff will accept the artwork.

Please consult the official rules and regulations for more information.

This checklist is based on the rules and regulations that apply nationwide. Each Member of Congress may institute other requirements in addition to these.

Requirements for All Students, Parents/Guardians, and Teachers:

- ☐ The artwork is no larger than 28" x 28" x 4" when framed. (Note: Each Member of Congress may specify whether or not all entries should be framed. Prior to sending the winning artwork to Washington, DC, it must be framed.)
- ☐ The artwork meets suitability and originality guidelines.
- ☐ The Student Information and Release Form is attached to the back of the artwork.
    - ☐ The release form has signatures from the student, parent/guardian (if necessary), and an art teacher.

Requirements for the Winning Student and Parents/Guardians:

- ☐ Frame the winning artwork.
    - ☐ Remove all labels, ribbons, etc., before framing.
    - ☐ *The artwork is no larger than **28" x 28" x 4"** and does not weigh more than 15 pounds, **including the frame.***
    - ☐ Attach two sturdy eye hooks or the equivalent at the top right and left sides of the back of the frame.
    - ☐ Draw arrows on the back of the artwork to indicate which direction is "up".

Requirements for Congressional Offices:

- ☐ If there are questions about the winning artwork's suitability or originality, consult with the Curator of the Architect of the Capitol. For a consultation, please call 202-228-2700.
- ☐ Submit the winner's name, contact information, and artwork information to the Congressional Institute no later than May 6, 2015.
- ☐ Package the artwork and ship it to Washington, DC, so that it arrives no later than May 26, 2015.
    - ☐ If the art is covered by glass, pack the art in such a way that the pane will not break. (Consult a shipping expert for assistance.)
    - ☐ Mail the artwork to the home of a DC staffer, **not** directly to the Congressional office.
- ☐ The second page of the Student Information and Release Form attached to the back of the artwork bears the Member's signature.