2014 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.
Individual Members of Congress may institute other requirements in addition to these.

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

- ☐ The artwork is no larger than 28" x 28" x 4" when framed. (Note: The winning artwork must be framed. Each Member of Congress may specify whether all entries should be framed.)
- ☐ The artwork meets suitability and originality guidelines.
- ☐ The Student Information and Release Form is attached to the back of the artwork.
  - ☐ The student, a parent/guardian, and a teacher have signed the release form.

Requirements for the Winning Student and Parents/Guardians:

- ☐ The artwork framed.
  - ☐ All labels, ribbons, etc., have been removed before framing.
  - ☐ The artwork is no larger than 28" x 28" x 4" and does not weigh more than 15 pounds, when framed.
  - ☐ Two sturdy eye hooks or the equivalent are attached at the top right and left sides of the back of the frame.
  - ☐ On the back of the work or frame, arrows indicate which direction is "up".

Requirements for Congressional Offices:

- ☐ If there are questions about the winning artwork's suitability or originality, the Curator of the Architect of the Capitol has been consulted. For a consultation, contact Dr. Barbara Wolanin (bwolanin@aoc.gov or 202-228-2700).
- ☐ The winner's name, contact information, and artwork information were submitted to the Congressional Institute no later than May 7, 2014.
- ☐ The artwork has been packaged and shipped to Washington, DC, so that it arrives no later than May 27, 2014.
  - ☐ If the art is covered by glass, the artwork has been packed to prevent the pane from breaking. (Consult a shipping expert for assistance.)
  - ☐ The artwork has been mailed to the home of a DC staffer, **not** directly to the Congressional office.
- ☐ The Member has signed the second page of the Student Information and Release Form attached to the back of the artwork.