

PROGRAM AND SUBMISSION GUIDELINES: STUDENT ART PROGRAM

New York City public school students in 6th – 12th grade are invited to submit artwork to ArtsConnection's Student Art Program Exhibition. Artwork should respond to the Fall 2014 themes.

Submission deadline for artwork: Thursday October 23, 2014.

1. STUDENT ARTWORK SPECIFICATIONS

- Thank you for submitting original student artwork to this exhibition program. It will help greatly if you read our requests below regarding artwork submissions:
- We welcome artwork in **any frameable medium**- photography, painting, collage, printmaking etc. Artwork can be a maximum size of 40" x 50". Please do not mat or frame the artwork.
- If the artwork contains objects (i.e. collage) attached by adhesives, please make sure it is secure. The art will be handled and moved around in the selection process. **We are not responsible for damage due to fragility.**
- Pastels, charcoal or cray-pas **must** be well fixed and ideally have a cover paper to avoid smudging. WE CANNOT ACCEPT WORK THAT IS NOT FIXED- this damages other artwork submissions.
- **Please indicate the TOP of artwork** on back so that it will be framed correctly.
- Please attach filled-out application form to back of each artwork submitted with tape (no glue or double sided tape.)

2. PACKING AND SUBMITTING ARTWORK

- Artwork selection is made from original artwork. Please pack work carefully (we recommend that you surround with cardboard) as you would like it to be returned.
- Please deliver or mail (Mon-Fri, 9-5) by the **deadline: 5pm, Thursday October 23rd, 2014**

**To: Amanda Guest, Student Art Program Manager
ArtsConnection
520 Eighth Ave #321
New York, NY 10018**

- **If using the mail, we suggest you use tracking and expedited delivery or allow 3-4 days for regular postal delivery, and use (low cost) USPS tracking service. If at all possible, please consider sending through overnight/express services. The Selection Committee meets the day after the deadline.**

*We often hold back unselected artwork so that we can resubmit it for upcoming selections. If you need unselected artwork returned to you by a specific date, please indicate this on the application form when the artwork is submitted, and we will do our best to accommodate your request.**

3. STUDENT APPLICATION FORM AND SELECTION PROCESS

- Each work of art must be accompanied by its own completed Student Application Form. Please make as many copies as you need.

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- PLEASE make sure form is **legible** and **filled out completely**, and attached to the back of the artwork with **tape**. Please, no glue, staples or paper clips!
- Parent/Guardian name and HOME address is **required** information on the application form so that we can communicate directly with students whose work is chosen about choice of award, the reception and returning artwork after the exhibition.
- The selection committee is made up of representatives from the company that is hosting the exhibition; ArtsConnection does not choose the artwork that will be exhibited.
- The artist statement is required. It helps us greatly to understand more about the artwork, and is read during the selection process. This can be anywhere from one sentence to a paragraph. Artwork submitted without any statement is unlikely to be selected.

4. NOTIFICATION OF SELECTION AND OPENING RECEPTION

- Notification of selection of artwork will be emailed to teachers and then emails and letters will be sent to each student by mid-November 2014. Only student artists (and their teachers) whose work is chosen for exhibition will receive notification.
- The Opening Receptions will be in November, December 2014 and early 2015- dates TBD.

5. RETURN OF ARTWORK

- At the end of each exhibition, the framed artwork will be returned to the student care of the school, or the student's home if they have graduated.
- *Unselected Artwork:* ArtsConnection will return unselected artworks to the student c/o their school. We mount 6-8 exhibitions a year and do a call for art about 3 times a year, so we often hold some of the artwork for consideration for other 2014-2015 exhibition selections.
- **Special Request for faster return of unselected artwork:* If you specify when you submit the artwork that there is a need for fast return for a portfolio/other exhibition, then we will try to accommodate. Please note that we are not a large organization – the exhibition program is run by two part-time staff, so during the school year, a large part of our time is spent on the 6-8 exhibitions and less time can be spent on speedy returns.

6. EXHIBITION AND OPENING RECEPTION

- There will be an opening reception for each exhibition to which students, teacher and families are invited. Afterwards, students may visit their work **by appointment** through the Student Art Program Coordinator. All artworks are photographed before they are framed and also exhibited in our online gallery.

FURTHER QUESTIONS

Please contact Amanda Guest, Student Art Program Manager at
212 302 7433 x 472