

ELEMENTARY AND MIDDLE SCHOOL PROSPECTUS AND GUIDELINES:

This prospectus should provide all necessary information to successfully submit student work for inclusion in the exhibition. If questions arise, please contact the Museum at 238-1676 or email asae@swope.org.

Exhibition Overview

Elementary and middle school entries are not juried for exhibition or judged for awards.

Selections are limited to elementary and middle schools in Vigo County with an art program run by an art teacher. All artworks entered according to the included guidelines will be shown.

In all levels, each participating student will receive mention in the exhibition catalogue and a personal invitation to the opening from the Swope Director.

CALENDAR:

Friday, March 9

FINAL DEADLINE for entry checklists

March 8 – 10

Artwork delivery to the Swope

Accepted during regular Museum hours
or by appointment on Mondays

Saturday, April 6

Exhibition opens

Exhibition Reception 3:00-5:00 pm

High School Awards 4:00 pm

Sunday, May 19

Last day to view exhibition

May 23 – 28

Collection of exhibited artworks

SUBMITTER'S RESPONSIBILITIES

- **No more than one (1) entry per 100 students per school;**
schools with fewer than 100 students may enter **two (2)** pieces
- **Single artist works only.**
- Insure accurate spellings of all student names and artworks included in your entry checklists.
- Submit your entry checklists by **Friday, March 8, 2019**
 - Fill out the Excel file posted to www.swope.org/asae
Save your Excel file using your name and the school name as the file name (e.g. Smith_Meadows.xlsx)
Attach your Excel file to your submission email
Send your submission email to asae@swope.org
 - **The Swope reserves the right to refuse any submissions or changes to submissions received after Saturday, March 10, 2018**

-- Information continues on reverse --

Student Art Exhibition

- Prepare your checklist artwork for display on a wall or a pedestal (pedestals are provided by the Museum)
 - Works for display on a wall must be secured to **stiff, tear resistant backing** (cardstock, posterboard, light cardboard, etc.) ; canvas board must have a secondary backing or frame.
 - Elementary works will be displayed on temporary wall partitions—pushpins will be used to secure works.
 - **Works over 3' (three feet) wide will not be displayed out of space constraints and courtesy for other students.**
 - Wall art over 10 lb must be framed, or mounted on wood (wood canvas stretchers are acceptable) with two sturdy and adjustable hanging points attached at either side of the work; d-rings with two screws, wire loops or ¼" eye screws work well.
Do not use saw-tooth hangers or other single-point hangers. They are not secure and may result in damage to the artwork from falling.
- Attach provided identification labels to inconspicuous parts of your checklist artwork after preparation
 - **For wall mounted works:**
Attach labels to the reverse of the work in the bottom right-hand corner.
 - **For pedestal mounted works:**
Attach labels to the bottom of the work
- Pack your checklist artwork in labeled, reusable materials.
 - Label packages with your name and school
 - Enclose a copy of your submission checklist
- Deliver your checklist artworks to the Museum – **March 8 – 10**
- Collect your checklist artworks after the close of the exhibition – **May 23 – 28**