



2024 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 to the Congressional Art Competition generally. 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 **26" x 26" x 4"** if and when framed; unframed artwork must be small enough to accommodate a frame that is no larger than 26" x 26" x 4". (Note: Each Member of Congress may specify whether all entries should be framed; please consult with your Member's office to see whether your art must be framed. The winning artwork must be framed before being sent to Washington, DC.)
- ☐ The artwork meets suitability and originality rules. (See official rules for more information.)
- ☐ 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.
 - ☐ The student and parent/guardian has kept a copy of the "Student Information and Release Form."

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 26" x 26" x 4" and does not weigh more than 15 pounds, including the frame.*
 - ☐ Attach two sturdy eye hooks at the top right and left sides of the back of the frame. Remove wire from back of the frame.
 - ☐ Draw arrows on the back of the artwork to indicate which direction is "up."

Requirements for Congressional Offices:

- ☐ Submit the winner's name, contact information, and artwork information to the Congressional Institute by May 8. Package the artwork and ship it to the home of a Washington, DC staffer, so that it arrives no later than May 22.
 - ☐ 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.*
- ☐ Confirm the second page of the Student Information and Release Form and the Member's Letter of Support, bearing the Member's original signature, are attached to the back of the artwork.
- ☐ Drop off framed artwork on **TBD in TBD**
 - o Alabama-Michigan between **TBD**
 - o Minnesota-Wyoming between **TBD**