



## 2020 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.

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### 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.
- 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.

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### 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."

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### Requirements for Congressional Offices:

- Submit the winner's name, contact information, and artwork information to the Congressional Institute by May 7.
- Package the artwork and ship it to Washington, DC, so that it arrives no later than May 21.
  - 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.



## 2020 RULES AND REGULATIONS FOR CONGRESSIONAL OFFICES

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### Important Dates

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<b>May 7</b>	<b>Overall District Winner's Information Due</b> <b>Overall winner must be selected by May 7</b> and the information from the Student Information and Release Form and a copy of the Letter of Support must be submitted to the Congressional Institute. The Member must sign the Letter of Support.
<b>May 21</b>	<b>Framed Art Due in DC Office</b> More information on art submission will be provided later. Please note the framing guidelines below. These guidelines apply only to your overall winner.
<b>May 28</b>	<b>Art Intake</b> More information on art submission will be provided later.
<b>TBD (End of June)</b>	<b>Congressional Art Competition Reception</b> More information will be sent to the District and DC staff who have registered for Congressional Art Competition updates.

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### Questions

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If you have questions after reviewing the guidelines, please contact the Congressional Institute at 703-837-8812 or [art@conginst.org](mailto:art@conginst.org).

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### General Information

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The rules and regulations contained here apply to the 2020 competition generally. Each Member of Congress may establish additional rules for his or her district competition.

The competition is open to high school students. Members may choose whether to include 7<sup>th</sup> and 8<sup>th</sup> grade students in the art competition if schools located in their districts house 7<sup>th</sup> through 12<sup>th</sup> grades on one campus.

Each Member of Congress may designate one first-place winner for display in the Cannon Tunnel. Official resources are to be used only to the extent authorized by the Committee on House Administration and the Committee on Ethics. For guidance, please contact the Committee on House Administration at 202-226-0647 and/or the Committee on Ethics at 202-225-7103.

To allow artwork to hang in the Cannon Tunnel to the U.S. Capitol, the following rules are enforced:

- All artwork must be framed according to the appropriate framing guidelines, listed below.
- Artwork must conform to these restrictions:
  - Artwork must be two-dimensional
  - Artwork can be **no larger** than 26 inches high, 26 inches wide, and 4 inches deep, **including the frame**.
  - No framed piece should weigh more than 15 pounds.
  - Accepted mediums for the two-dimensional artwork are as follows:
    - Paintings: oil, acrylics, watercolor, etc.
    - Drawings: colored pencil, pencil, ink, marker, pastels, charcoal (It is recommended that charcoal and pastel drawings be fixed.)
    - Prints: lithographs, silk screen, block prints
    - Mixed Media: use of more than two mediums such as pencil, ink, watercolor, etc.
    - Collages (must be two dimensional)
    - Computer-generated art
    - Photographs
  - Each entry must be original in concept, design, and execution and may not violate U.S. copyright laws. Any entry that has been copied from an existing photo or image (including a painting, graphic, or advertisement), that was created by someone other than the student is a violation of the competition rules and **will not** be accepted.
  - Work entered must be in the original medium (that is, not a scanned reproduction of a painting or drawing).
- Artwork is due to your Washington, DC office by **May 21**. Do not ship the artwork directly to your Washington office. It will be held up in the mail screening process and might be damaged or delayed. Instead, ship it to the home of a DC staffer or to a FedEx or UPS pick-up location.
- We will collect the artwork on **May 28**. More information on submitting the artwork will be provided later.

Artwork will hang in the Cannon Tunnel for the duration of the exhibit. Students should only submit artwork they will not need for other purposes.

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### Suitability Guidelines

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Artwork must adhere to the policy of the House Office Building Commission (the Commission). In accordance with this policy, exhibits depicting subjects of contemporary political controversy or a sensationalistic or gruesome nature are not allowed. Each Member of Congress will be required to

submit a Letter of Support, described below, confirming that the Member has determined that the winning artwork adheres to the Commission's policy. However, if another Member of Congress requests review of any artwork for compliance with the Commission's policy, the final decision regarding the artwork's suitability for display will be made by the Commission.

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### **Letter of Support (Overall Winner Only)**

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Each Member of Congress will be required to submit a Letter of Support for their winning artwork. This letter is to ensure that the Member has seen the artwork before it is submitted, has taken full responsibility for its content and has certified that the artwork, in the Member's opinion, adheres to the Suitability Guidelines of the House Office Building Commission. While it is not the intent to censor any artwork, we do wish to avoid artwork that is potentially inappropriate for display in this highly travelled area leading to the Capitol. For that reason, we ask that Members carefully review the artwork for adherence to the Commission policy.

The letter should be attached to the back of the artwork when it is submitted in Washington, DC. A copy of the letter must be emailed to [art@conginst.org](mailto:art@conginst.org) by May 7.

The letter must bear the **original signature** of the Member.

A sample Letter of Support is included below. The letter **must** contain verbatim the second paragraph ("I have viewed...").

Congressional Institute, Inc.  
1700 Diagonal Road #300  
Alexandria, VA 22314

Dear Congressional Institute:

On behalf of the [NUMBER] District of [STATE], I am pleased to submit [ARTWORK TITLE] by [STUDENT'S NAME] for inclusion in the 2020 Congressional Art Competition exhibit. I have selected this artwork because [EXPLANATION OF ARTWORK].

I have viewed the above-named student's artwork and approve of its content. I have reviewed the artwork and find it to be in accordance with the policy of the House Office Building Commission, which prohibits subjects that depict contemporary political controversy, or of a sensationalistic or gruesome nature. I understand that in the event of a dispute, the final decision regarding whether artwork adheres to this policy will be made by the House Office Building Commission.

If you have any questions or concerns, please contact [STAFF NAME(S)] at [EMAIL ADDRESS] or [PHONE NUMBER].

Sincerely,  
[MEMBER'S SIGNATURE]  
[MEMBER NAME]  
Member of Congress

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### **Framing Guidelines (Overall Winner Only)**

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**Framing guidelines apply only to the one winning artwork that will be sent to Washington, DC.**

**All winning artwork must be enhanced and protected by a sturdy frame.** Frames must be made of wood or metal. No plastic "snap on" frames or metal frames that can easily come apart are to be used.

All artwork, except paintings in oil or acrylic on canvas, must be protected by Plexiglas or glass. Plexiglas is preferred. If glass is used, special packing and shipping arrangements are encouraged to ensure that the work is not damaged if the glass breaks.

All works, **including frame**, should be **no larger** than 26 inches high, 26 inches wide, and 4 inches deep, to the outside of the frame, and 15 pounds in weight. Ensure that the framer knows the size and weight limit, and double-check the size before sending the entry to Washington, DC. Matting can enhance or detract from a work of art and should be carefully selected.

The artwork will be hung from vertical wires. Two sturdy eye hooks **must** be attached at the top right and left sides of the back of the frame for hanging to prevent the work from leaning forward or hanging unevenly. Wire between the hooks is not needed for hanging. Please remove any wires that are already attached.

Do not attach labels, ribbons, etc., to the front of the piece or underneath the glass or Plexiglas.

Please indicate which side is up by marking arrows pointing towards the top on the back.

No work will be framed by the Architect of the Capitol.

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#### **Submission Guidelines (Overall Winner Only)**

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**As soon as you have chosen a winning artwork and no later than May 7, you should submit the winner's name and contact and art information to the Congressional Institute.** Submitting the winner's information early will allow us to determine if more information is required from the student before you send the artwork to Washington and will allow us to mail an official invitation to the Congressional Art Competition reception in a timely fashion.

The winner's information must be submitted online. A Web form and access code will be emailed at a later date.

**Please do not submit the winner's information multiple times.** If we are missing your winner's information, we will contact you after May 7.

A **TYPED** copy of the second page of the Student Information and Release Form, signed by the teacher, the student, and a parent or guardian if the student is under 18, **must be** securely attached to the back of the artwork to certify the originality of the piece. Please retain a copy for your office.

## 2020 Congressional Art Competition Student Information & Release Form

PLEASE PRINT CLEARLY. THIS INFORMATION IS USED FOR CERTIFICATES AND AWARDING SCHOLARSHIPS.  
INCOMPLETE FORMS WILL NOT BE ACCEPTED.

MEMBER/DISTRICT INFORMATION	
MEMBER OF CONGRESS NAME:	STATE & DISTRICT:

STUDENT INFORMATION		
NAME: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	GRADE:	
STREET ADDRESS:		
CITY:	STATE:	ZIP:
MAILING ADDRESS (IF DIFFERENT):		
STUDENT EMAIL:	STUDENT PHONE (CELL):	
PARENT OR GUARDIAN NAME(S):		
PARENT PHONE (HOME):	PARENT PHONE (WORK or CELL):	
PARENT EMAIL:	STUDENT T-SHIRT SIZE:	

SCHOOL		
SCHOOL NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP:
ART TEACHER NAME:		
ART TEACHER PHONE:	ART TEACHER EMAIL:	

ART COMPETITION ENTRY
TITLE OF ENTRY:
MEDIUM:
DESCRIPTION:
Please include a detailed description of the artwork, clearly identifying the major elements of the piece.
For office use only:
FRAMED DIMENSIONS: Height: _____ inches Width: _____ inches Depth: _____ inches
See official guidelines for framed size and artwork weight restrictions.

## 2020 Congressional Art Competition

### Student Information & Release Form

<b>(CONTINUED FROM PAGE 1)</b>	
STUDENT NAME:	STATE & DISTRICT:
TITLE OF ENTRY:	

<b>ORIGINALITY CERTIFICATION</b>	
I hereby certify that, to the best of my knowledge, the art entry described above is an original work of authorship by the undersigned student and that it is not copied from, nor does it include, any other person's copyrighted work.	
<hr style="border: 0; border-top: 1px solid black;"/> STUDENT SIGNATURE	<hr style="border: 0; border-top: 1px solid black;"/> ART TEACHER SIGNATURE

<b>ARTWORK RELEASE</b>	
<p>We, the undersigned, represent that the art entry described above is an original work of authorship personally created by the undersigned student to which the student is entitled copyright protection. In consideration for the acceptance of the art entry by the Member of Congress designated above in <i>An Artistic Discovery</i> (the Congressional Art Competition sponsored by the U.S. House of Representatives) and intending to be legally bound hereby, the undersigned grant the Member and the House the right to publicly display the art entry, if it is selected for display, in accordance with the rules of the Art Competition. The undersigned grant the Member, the House, their employees and agents, the United States, and the Congressional Institute, Inc., and its employees, the right to reproduce the art entry for any non-commercial purpose. The undersigned further release the Member, the House, their employees and agents, the United States, and the Congressional Institute, Inc., and its employees, from any and all liability for damage, loss, or misappropriation of the art entry during and subsequent to the Art Competition. The undersigned further agrees to indemnify, hold harmless and defend the Member, the House, their employees and agents, the United States, and the Congressional Institute, Inc., and its employees, against any and all claims of any nature whatsoever, including, but not limited to, claims of copyright infringement, by any party whatsoever, arising out of or in any way related to the submission of the art entry in the Art Competition.</p>	
<hr style="border: 0; border-top: 1px solid black;"/> STUDENT SIGNATURE	<hr style="border: 0; border-top: 1px solid black;"/> PARENT/GUARDIAN SIGNATURE (IF UNDER 18)