

Official Guidelines (Page 1)

Hubbell Homes, Des Moines Art Center and Des Moines Arts Festival® are proud to host the **Student Art Exhibition (SAE)** at the Des Moines Arts Festival® in downtown Des Moines' Western Gateway Park! The **SAE** is a program that spotlights the creativity of children K-12 attending schools in central Iowa through special exhibitions of their work at the Festival and Des Moines Central Library.

Students' artistic achievements are recognized in a special exhibition on-site at the Festival; at the **Visionary Artist Ceremony** at the Festival on June 23 at 11:30 a.m.; **Student Art Exhibition Reception** at Des Moines' Central Library on August 29 at 6 p.m.; and reward them with a Medallion and Des Moines Art Center Household Membership. In addition, participating teachers each receive a household membership to the Art Center and a chance to win one-of-five \$250 awards in art supplies.

Official Guidelines

- Participating schools will be from the central Iowa region.
- Each school must submit a Letter of Intent, followed by Student Art Entry Forms and must be willing to send home with the student artist, the Student/Parent Letter.
- Each elementary school may submit up to **four** works that are two-dimensional and no larger than 12" x 18".
- Each secondary school may submit up to **four** works that are two dimensional and no larger than 18" x 24".
- Only **two-dimensional** media is acceptable.
- No stretched canvas.
- Artwork must be created in the 2017-2018 school year.
- **Do not mount or mat artwork.** Staff will mount submitted artwork.

How to apply for the Student Art Exhibition program.

Step #1 Complete and Submit the Letter of Intent: Form is due by Friday, March 9, 2018

- The SAE Letter of Intent (LOI) is **a fillable form that must be completed and submitted online by the teacher.**
- The SAE LOI is located on the Festival website under Student Artists, or by clicking [here](#).
- When the form is complete, remember to print yourself a copy.
- **After** you have printed a copy for yourself, click the "submit" button at the bottom of the page and the form will be sent to the Festival.
- Forms must be submitted online to the Festival by Friday, March 9, 2018.

Step #2 Complete and Submit the Student Art Entry Form: Form is due by Friday, April 13, 2018

This form will be made available on Monday, March 12 on our website, and instructions for completion will be emailed to all teachers that submitted a Letter of Intent.

***Step #2b:**

- Please visit the following website to review the U.S. copyright law (Title 17) and copyright guidelines provided by the [Heartland Area Education Agency](#).

Step #3 Communicate with Students and Parents using the Student/Parent Letter:

- After selecting your student artwork, go to www.desmoinesartsfestival.org/SAE to access the Student/Parent letter.
- Print and send letter home with each student you have selected to participate in the SAE. Or you may right-click the document, save to your computer, and attach in an e-mail to the parent.

Step #4 Prepare Student Artwork:

- Laminate OR wrap ALL works in acetate (no exceptions). No kitchen plastic wraps or document protectors.
- Works not laminated or wrapped in acetate will not be accepted into the SAE.
- The Exhibition will take place outside under a tent. The Des Moines Art Center, Downtown Events Group and Des Moines Arts Festival® are not responsible for lost or damaged artwork.



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Step #5 Deliver Student Artwork:

- **In person:** Education Entrance of the Des Moines Art Center on April 16 – April 20, 2018. Drop offs can be made Monday through Friday from 9 a.m. to 5 p.m., Saturdays, 10 a.m. to 3 p.m.
- **U.S. Mail:** Student Art Exhibition c/o The Des Moines Art Center
4700 Grand Avenue
Des Moines, IA 50312

Step #6 Pick-Up of Student Artwork:

- ***IMPORTANT: Students will be required to SIGN for artwork taken from the Library.***
- Pick-up artwork immediately following the Student Art Exhibition Reception on August 29, 2018, at 6 p.m. or from the Des Moines Art Center September 10, 2018 – October 20, 2018. The reception will be held at the Central Library, 1000 Grand Avenue, Downtown Des Moines.
- Artwork will **NOT** be sent to schools or students.
- Artwork not picked up at the Central Library will be taken to the Des Moines Art Center (address above) and can be picked up at the Education Entrance, Monday through Friday, from 9 a.m. to 5 p.m., Saturdays, beginning September 17 from 10 a.m. to 3 p.m. For questions regarding pick-up, contact the Art Center Education Desk at 515-271-0316.
- Please make arrangements to pick-up the artwork by October 20, 2018. After this date, artwork will be disposed of.

Teacher Check-List:

- Read Official Guidelines.
- Submit completed Letter of Intent to Festival by **March 9, 2018**.
- Select your student artwork (up to four per school).
- Complete Student Art Entry Form and submit to Festival by **April 13, 2018**.
- Send the Student/Parent letter home with participating students to inform them of upcoming events.
- Deliver or mail Student Artwork to the Des Moines Art Center between **April 16 – April 20, 2018**.
- View Student Artwork from participating schools on display at the Des Moines Arts Festival June 22-24, 2018.
- Attend Visionary Artists Ceremony at the Des Moines Arts Festival[®] on **June 23, 2018 at 11:30 a.m.**
- View Student Artwork from participating schools on display at the Central Library following the Festival– Aug. 29, 2018.
- Attend Student Art Exhibition Reception on **Wednesday, August 29, 2018 at 6 p.m.** at the Central Library. We strongly encourage students and their families to attend so please remind them. Artwork can be taken home that evening.

Please direct questions to:

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