



Official Guidelines (Page 1)

Des Moines Arts Festival® is proud to host the **Student Art Exhibition (SAE), presented by GreenState Credit Union!** The **SAE** is a program that spotlights the creativity of children attending schools K-12 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 28th at 11:30 a.m. and 1:15 p.m.; **Student Art Exhibition** pickup Reception (date and location TBA); and rewards them with a recognition of achievement award.

Official Guidelines

- Participating schools will be from the Central Iowa region.
- Each school must complete the electronic School and Student Artwork Information form 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". If artwork is larger than this dimension, it will not be displayed.
- Each secondary school may submit up to **four** works that are two dimensional and no larger than 18" x 24". If artwork is larger than this dimension, it will not be displayed.
- Only **two-dimensional** media is acceptable.
- No stretched canvas.
- Artwork must be created in the 2024-2025 school year.
- **Do not mount or mat artwork.** Staff will mount submitted artwork.

How to apply for the Student Art Exhibition program:

Step #1 Review Official Guidelines (this document) and complete required information form. The electronic School and Student Artwork Information form will be due on Sunday, April 27th.

- *The electronic School and Student Artwork Information Online Form must be completed and submitted online by the teacher who will be responsible for communications through the fall pick up reception.*

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

- After selecting your student artwork, please print and send the Student/Parent Letter home with the selected students. You may also right-click the document, save to your computer, and attach it in an e-mail to the parent.

Step #3 Prepare Student Artwork:

- You will receive an email containing your Student Art Information form placards. Please print and cut out two of these placards.
- Attach, using a bulldog clip, the Student Art Information Form placard to the front of the student's artwork.

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- Tape the other placard on the back of the artwork in the upper right corner.
- 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. Des Moines Arts Festival* is **not** responsible for lost or damaged artwork.
- **Do not mount or mat artwork.** Staff will mount submitted artwork.

Step #4 Deliver Student Artwork:

- Deliver student artwork to 900 Keosauqua Way, Suite 455, Des Moines, IA 50309 weekdays from 8 a.m. to 6:30 p.m. and weekends from 10 a.m. to 5 p.m. in the drop off bins outside or mail from **April 29th-May 23rd**.

Step #5 Pick-Up of Student Artwork (date and location TBA):

- Pick-up artwork immediately following the Student Art Exhibition Reception.
- Artwork will **NOT** be sent to schools or students.
- Artwork not picked up at the reception can be picked up at 900 Keosauqua Way, Suite 455, Des Moines, IA 50309 on weekdays from 8 a.m. to 6:30 p.m. and weekends from 10 a.m. to 5 p.m., after reception questions regarding pick-up, contact Daphne Dickens (ddickens@desmoinesartsfestival.org).
- Please make arrangements to pick up the artwork by October 10, 2025. After this date, the artwork will be disposed of.

Teacher Checklist:

- Read Official Guidelines (this document).
- Select your student artwork (up to four per school).
- Complete electronic School and Student Artwork Information Online Form and submit to the Festival by **April 27, 2025**.
- Print and attach placards to student artwork.
- Send the Student/Parent letter home with participating students to inform them of upcoming events.
- Mail or deliver student artwork between **April 29th-May 23rd**.
- View Student Artwork from participating schools on display at the Des Moines Arts Festival **June 27th-29th, 2025**.
- Attend Visionary Artists Ceremony at the Des Moines Arts Festival* on **June 28th, 2025, at 11:30 a.m.** (grades K-4) or **1:15 p.m.** (grades 5-12).
- View Student Artwork from participating schools on display at GreenState Credit Union locations (locations can be found on our website) following the festival – Sept. 2, 2025.
- Attend Student Art Exhibition Reception in September (Date and location TBA. 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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