



## 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 K-12 schools in central Iowa through special exhibitions of their work.

Students' artistic achievements are recognized in a special exhibition on-site at the festival; at the **Visionary Artist Ceremony** at the Festival on June 29<sup>th</sup> at 11:30 a.m. (K-4<sup>th</sup>) and 1:15 p.m. (5<sup>th</sup>-12<sup>th</sup>); **Student Art Exhibition Reception** on September 4, 2024 (location TBD); and rewards them with a recognition of achievement award.

### Official Guidelines

- Participating schools will be from the Central Iowa region.
- Artwork must be submitted by the student's art teacher. Artwork submitted by students or parents are not accepted.
- Each school must complete the 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".
- 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 2023-2024 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 and complete the required form. The online School and Student Artwork Information form is due on Sunday, April 28<sup>th</sup>. [Submission link is on SAE webpage.](#)**

- The electronic School and Student Artwork Information Form must be completed and submitted online by the teacher who will be responsible for communications through the fall 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 each student you have selected to participate in the SAE. You may also right-click the document, save it 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/each piece of artwork.
- Attach (using a bulldog clip) the Student Art Information Form placard to the front of the student's artwork. Tape the other placard on the back of the 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. Des Moines Arts Festival\* is not responsible for lost or damaged artwork.

### **Step #4 Deliver Student Artwork: May 3 - May 17**

- Deliver student artwork to DMAF office, located inside Mainframe Studios, 900 Keosauqua Way, Suite 431, Des Moines, IA 50309, Monday-Friday, 8 a.m. – 6:30 p.m. or Saturday-Sunday, 10 a.m. – 5:30 p.m. You may also mail the artwork to the above address, attention Des Moines Arts Festival.

### **Step #5 Pick-Up of Student Artwork:**

- The fall reception will be in September – date and location will be announced this spring and will be communicated to participating art teachers.
- Artwork will **NOT** be sent to schools or students.
- Artwork not picked up at the fall reception will be for pick up at the DMAF office through October 11; Monday-Friday, 8 a.m. – 6:30 p.m. or Saturday-Sunday, 10 a.m. – 5:30 p.m.. For questions regarding pick-up, contact Daphne Dickens ([ddickens@desmoinesartsfestival.org](mailto:ddickens@desmoinesartsfestival.org))
- Please plan to pick-up the artwork by October 11, 2024. After this date, artwork will be recycled.

### **Teacher Check-List:**

- Read Official Guidelines.
- Select your student artwork (up to four per school).
- Complete School and Student Artwork Information online form and submit by **April 28, 2024**.
- Send the Student/Parent letter home with participating students to inform them of upcoming events.
- Mail or deliver student artwork between May 3 – May 17
- View Student Artwork from participating schools on display at the Des Moines Arts Festival **June 28-30, 2024**.
- Attend Visionary Artists Ceremony at the Des Moines Arts Festival\* on **June 29, 2024, at 11:30 a.m.** (grades K-4) or **1:15 p.m.** (grades 5-12).
- View Student Artwork from participating schools on display (location TBD) following the Festival – Sept. 4, 2024.
- Attend the Student Art Exhibition Fall Reception (date and location will be announced this spring). We strongly encourage students and their families to attend so please remind them. Artwork can be taken home that evening.

**Please direct questions to:**

**Aleena Ali, Festival Program Intern**

Des Moines Arts Festival\*

900 Keosauqua Way, Ste. 431

Des Moines, IA 50309

E-mail: [aali@desmoinesartsfestival.org](mailto:aali@desmoinesartsfestival.org)