



2023 Student Art Exhibition Official Guidelines

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 K-12 attending schools in Central Iowa through special exhibitions of their work at the Festival and select GreenState Credit Unions.

Students' artistic achievements are recognized in a special exhibition on-site at the Festival at the **Visionary Artist Ceremony** at the Festival on June 24th at 11:45 a.m. and 1:30 p.m., as well as the **Student Art Exhibition Reception** on September 6, 2023 at Mainframe Studios (900 Keosauqua Way); 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 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 2022-2023 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 required form. **The electronic School and Student Artwork Information form will be due on Friday, April 28th.**

- ***The electronic School and Student Artwork Information Form must be completed and submitted online by the teacher who will be responsible for communications through September 6, 2023.***

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 to each student you 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.
- Print and cut out two placards for each student – Tape one placard to the back of the student artwork and attach the other to the front of the artwork (using a bulldog clip).
- 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.



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- 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:

- Deliver student artwork to 900 Keosauqua Way, Suite 431, Des Moines, IA 50309 Monday-Friday from 8 a.m. to 6:30 p.m. or Saturday-Sunday from 10 a.m. to 4 p.m. from May 1st – May 19th.

Step #5 Pick-Up of Student Artwork:

- Pick up artwork immediately following the Student Art Exhibition Reception on September 6, 2023. The location of the reception will be Mainframe Studios, 900 Keosauqua Way, Des Moines, IA 50309.
- Artwork will **NOT** be sent to schools or students.
- Artwork not picked up at the reception will be taken to Mainframe Studios and can be picked up Monday-Friday from 10 a.m. to 5 p.m. beginning September 7. For questions regarding pick-up, contact Daphne Dickens (ddickens@desmoinesartsfestival.org).
- Please make arrangements to pick up the artwork by October 13, 2023. After this date, the artwork will be disposed of.

Teacher Checklist:

- Read Official Guidelines.
- Select your student artwork (up to **four** per school).
- Complete the School and Student Artwork Information Form and submit it to the Festival by **April 28, 2023**.
- Send the Student/Parent letter home with participating students to inform them of upcoming events.
- Mail or deliver student artwork to 900 Keosauqua Way, Suite 431, Des Moines, IA 50309 Monday-Friday from 8 a.m. to 6:30 p.m. or Saturday-Sunday from 10 a.m. to 4 p.m. from May 1st – May 19th.
- View Student Artwork from participating schools on display at the Des Moines Arts Festival **June 23-25, 2023**.
- Attend the Visionary Artists Ceremony at the Des Moines Arts Festival* on **June 24, 2023, at 11:45 a.m.** (grades K-4) or **1:30 p.m.** (grades 5-12).
- View Student Artwork from participating schools on display at select GreenState Credit Unions following the Festival – Sept. 5, 2023.
- Attend the Student Art Exhibition Reception on **Wednesday, September 6, 2023**, at Mainframe Studios (900 Keosauqua Way). 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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