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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