# Guidelines 2004

## *General Guidelines*

- The competition is open to High School students only. Exceptions will be made for schools that have 7th through 12 grades in one building. Each Member office can choose whether or not to include 7th and 8th grade in the art show if there are schools in their district that fit this criteria.

- Official resources are to be used only to the extent authorized by the Committee on House Administration and the Committee on Standards of Official Conduct.

- In order to allow an art work to hang in the Cannon Tunnel of the U.S. Capitol, the following restrictions are necessary:

    - Two-Dimensional Only
    - Each Art work can be **no larger** than 32 inches by 32 inches to the outside dimensions of the frame
    - No more than 4 inches in depth
    - Art work must arrive in Washington by the time specified and Framed to the appropriate Framing Guidelines (see below)

- Art Work Categories are as follows:

    - Paintings: Oil, Acrylics, Watercolor, Etc.
    - Drawings: Pastels, Colored Pencil, Pencil, Charcoal, Ink, Markers
    - Collage: Must be 2 dimensional
    - Prints: Lithographs, Silkscreen, Block Prints
    - Mixed Media
    - Computer Generated Art
    - Photography

- An Attached Form must be signed by the Teacher and the Student to certify the originality of the art piece.

- Each Entry must be an Original in Concept, Design and Execution and may not violate any U.S. Copyright Laws.
  Note: Any entry which has been reproduced from an existing Photo, Painting, or any other work produced by another person is a violation of the Competition Rules and **will not** be accepted.

- The Final Decision regarding Suitability for the Exhibition in the Capitol will be made by a panel of qualified persons chaired by the Architect of the Capitol.

*Framing Guidelines*

- **All Work**, except for Oil Painting, needs to be protected by a Plexiglas or Glass Frame.
- **Framed Work** should be **no larger** than 32 inches high, 32 inches wide, and 4 inches deep including the outside dimensions of the frame. Please double check size before sending the entry to Washington. Due to wide participation of Member offices, framed work larger than the dimensions will be turned away.
- Frames should be kept as simple and as sturdy as possible. Metal frames are recommended.
- No "snap on" Frames with Glass are to be used.
- Plexiglas is better to use than glass over the artwork in order to avoid breakage. If glass is used, cover the entire surface completely with masking type prior to shipping.
- Matting can enhance or detract from a work of art and should be carefully prepared.
- Use sturdy Picture Hangers. Two hooks should be attached at the right and the left sides of the back of the work in order to prevent the work from leaning forward or hanging unevenly. This is a judgment call.
- Since frames will be suspended by wire from overhead molding, please do not put wire between the hooks.
- Do not attach Labels, Ribbon, Etc. to the front of the piece or underneath the Glass or Plexiglas.
- If the Artwork is Abstract in design, please indicate on the back side which side is up.
- As directed by the House Oversight and Standards of Official conduct Committees, each district winner is responsible for framing his or her own winning entry. Any hardship cases should be assisted at the district level; works can no longer be framed by the Architect of the Capitol.
- A copy of the Student Information/Release Form **must be** attached to the back of the artwork along with an Adhesive Label as shown. (Please make sure you retain a copy for your office).
- Please use the largest label you have available.

Adhesive Label

Members Name:
State and District:
Title of Piece:
Student's Name:
Student's Address and Phone Number:

***Suitability Guidelines***

- As outlined in these guidelines, the final decision regarding suitability for exhibition in the Capitol is left to a panel of qualified persons chaired by the Architect of the Capitol. While it is not the intent to censor any artwork, we do wish to avoid artwork that is potentially inappropriate for display in the Capitol.

- Artwork must adhere to the policy of the House Office Building Commission. In accordance with this policy, exhibits depicting subjects of contemporary political controversy or a sensationalistic or gruesome nature are not allowed. It is necessary that all artwork be reviewed by the panel chaired by the Architect of the Capitol and any portions not in consonance with the Commission's policy will be omitted from the exhibit.