**Filling out the Forms and Attaching to the Artwork:**

As in the past, you will need two copies to attach to your art. (The original and one copy.)

One copy of the form always stays with the art, and the other will be removed at RIT AFTER the art work is checked in by an RIT representative.

**Attaching the Forms to the Artwork:**
Attachment to 2-D work differs from attachment to 3-D work, so please read the following information and visual aids for help in properly attaching the forms:

**Attachment to Flatwork (2-D):**
Attach the first copy. Use clear packing tape, acid free artist tape, or masking tape. **DO NOT use duct tape** - tape all 4 sides of the form to the back of the artwork. Next, LOOSELY attach the second copy on top of the first form, simply securing JUST the top of the form. This form should be able to be freely lifted (like a flap) from the bottom form.

**Attachment to 3-Dimensional Work:**
You will need to be attaching both forms to a piece of cardboard, which will then be tied securely to your student’s 3-Dimensional work. Do not reduce the size of the original entry form. The cardboard need only be roughly the same size as your entry form. Attach the original form to the cardboard first. Use clear packing tape, acid-free artist tape, or masking tape. **DO NOT use duct tape** - tape all 4 sides of the form to the cardboard. Next, LOOSELY attach the copy just above the original, simply securing JUST the top of the form. This form should be able to be freely lifted (like a flap) from the original document.