Art Submission Form
Registration: December 7, 2015 - January 8, 2016 by 4pm
Drop off Dates: January 13 & January 14 (2:00pm – 5:00pm)
Exhibition Dates: January 29 – February 22, 2016

PLEASE FILL OUT COMPLETELY

School Information:
*School Name: ________________________________ District: __________________
School Address: ______________________________ School Phone: __________________

Teacher Information:
*Submitting Teacher Name: ________________________________
Alumnus of: ________________________________ Year: __________________
Day Phone Number __________________ Evening or Cell Number __________________
E-mail Address ________________________________

***If student is under age 18, a parent or guardian signature is required when artwork is dropped off. If student is over 18, please write “over 18” on the signature line to avoid confusion.

Student Information:
*Name of Student: ________________________________
Home Address: ________________________________

Home Phone __________________ Cell Phone __________________
*Grade _______________ Parent or Student e-mail ________________________________

***Signature: ________________________________

Want to join our mailing list to learn more about what RIT has to offer? Yes ______ No ______

Artwork Information:
*Title of Work – Please Print: (required) ____________________________________________
Medium _______________________________________________________________________
Approximate Date of Completion (m/yr) __________________________
Dimensions ___________________________________________ width x length x height – depth if applicable
Hanging and Display Instructions __________________________________________________

Is this art available for sale? (Circle one) No ______ Yes ______ (If yes, what is the asking price ______)

*These items will be displayed on the gallery label at the exhibition. Please complete fields exactly as they should be displayed – uppercase letters, punctuation, etc.

Please complete this form and make 2 copies. Original form should be securely attached to the artwork; a copy should be loosely attached (and will be removed AFTER the art is checked in). The other copy is for your records.
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.

3rd using a heavy duty string or twine, 
securely attach the cardboard/entry forms to the 3-D artwork