2009 Congressional Art Competition Guidelines

Framing Guidelines

- **Framing guidelines apply only to the ONE winning artist/artwork that will be sent to Washington, DC.**

- **All artwork must be framed.** Frames should be kept as simple and sturdy as possible. Metal frames are recommended. No "snap on" frames with glass are to be used.

- All artwork must be protected by Plexiglas or glass. Plexiglas is preferred. If glass is used, cover the entire surface completely with masking tape prior to shipping.

- All works, **including frame**, should be **no larger** than 30 inches high, 30 inches wide, and 4 inches deep, and 15lbs in weight. *This includes the outside dimensions of the frame.* Please double check size before sending the entry to Washington, DC. Due to wide participation of Member offices, framed work larger than the specified dimensions will be turned away.

- Matting can enhance or detract from a work of art and should be carefully prepared.

- Use sturdy picture hangers on the back of the frame. Two sturdy eye hooks should be attached at the right and the left sides of the back of the work for hanging in order to prevent the work from leaning forward or hanging unevenly. Do not put wire between the hooks for hanging, these will be added when the artwork is hung in the Capitol.

- 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 backside which side is "up" with arrows.

- As directed by the House Oversight and Standards of Official Conduct Committees, *each district winner is responsible for framing his or her own entry.* Any hardship cases should be assisted at the district level; works can no longer be framed by the Architect of the Capitol.

- A **typed** copy of the Student Information & Release Form **must be** securely attached to the back of the artwork. *Please retain a copy for your office.*