

SAMPLE LETTER
SENIOR HS ART CONTEST

Club chairman
address

telephone #
e-mail

Art Teacher
C/O Art Dept
High School Name

Date_____

Re: GENERAL FEDERATION OF WOMEN'S CLUBS OF CT

SENIOR HIGH SCHOOL ART FESTIVAL MARCH 23-25, 2012

The General Federation Of Women's Clubs Of Ct (GFWC/CT) is once again sponsoring their annual statewide art festival for high school seniors. The (club name) is very interested in sponsoring your high school, requests your participation, and encourages your most talented seniors to participate.

Enclosed are the categories and rules. Please read carefully to avoid rejections. We ask that each student **list the category and medium on the entry card** (printed), to avoid items being placed in the incorrect category.

I (the club art chairman) will be in contact to discuss the art festival further, and to make future arrangements for pickup of the art entries. Art may be transported to the Goodwin College in East Hartford by school staff, or members of our club on March 23rd, 2012. Registration is from 2pm to 6pm. (for security, art is not accepted earlier, and may not be left unattended).

Judging will take place on March 24th. A reception for students, teachers, parents, and the public is scheduled on Sunday, March 25th, from 1pm to 4pm. Please encourage everyone to attend this event.

Monetary awards are given for: best in show -on the basis of artistic promise; first, second, and third place. This year the 'best in show' award is \$150. Remaining category award amounts are based on donations.

Thank you considering our art festival. The (club name) looks forward to recognizing your senior high school artists through this event. If you have any questions, please feel free to contact me (club chairman) at the number or e-mail listed above.

Sincerely,

(xyz club chairman)

CATEGORIES / MEDIUM

- PAINTING- OIL/ ACRYLIC/ PASTEL/ WATERCOLOR/ MIXED MEDIA
- DRAWING- CHARCOAL/ PENCIL/ MARKER/ PEN & INK/ PRINT
- GRAPHIC
- PHOTOGRAPHY- COLOR /BLACK & WHITE
- SCULPTURE

RULES

- ONE ENTRY PER SENIOR STUDENT IN EACH CATEGORY
- ONLY ORIGINAL WORK ACCEPTED
- IF ART WORK IS 'UNTITLED' A DESCRIPTION **MUST** BE INCLUDED
- MINIMUM DIMENSIONS ALL MEDIA EXCEPT PHOTOGRAPHY : 12 X 14 EXCLUDING FRAME OR MAT
- MAXIMUM DIMENSIONS ALL MEDIA EXCEPT PHOTOGRAPHY: 20 X 30 EXCLUDING FRAME OR MAT
- PHOTOGRAPHY: MINIMUM DIMENSIONS: 8 X 10 EXCLUDING FRAME OR MAT
- PHOTOGRAPHY: MAXIMUM DIMENSIONS: 12 X 16 EXCLUDING FRAME OR MAT
- TWO ENTRY CARDS MUST BE COMPLETED AND SIGNED BY THE STUDENT SUBMITTING AN ENTRY- ONE ATTACHED TO THE **BACK** OF THE ARTICLE and ONE **PRESENTED AT REGISTRATION.**
- THE SECOND CARD PRESENTED AT REGISTRATION WILL BE RETURNED & USED ON SUNDAY FOR RETURN OF INDIVIDUAL ART.
- A **REGISTRATION SHEET WITH A PRINTED MASTER LIST** INCLUDING NUMBER OF PIECES; FIRST AND LAST NAME; TITLE OF WORK; CATEGORY & MEDIUM, SHOULD BE E-MAILED (AUCTION46@COMCAST.NET) ONE WEEK PRIOR TO FESTVIAL, TO VERIFY PARTICIPATION & ASSIST WITH PLACEMENT.

- EACH PERSON DELIVERING ART **MUST** PROVIDE A **REGISTRATION SHEET WITH A PRINTED MASTER LIST** INCLUDING NUMBER OF PIECES; FIRST AND LAST NAME; TITLE OF WORK; CATEGORY & MEDIUM, LEAVING SPACE FOR AWARD CATEGORY (REFER TO SAMPLE SHEET). .
- PICK-UP OR DELIVERY OF ART WORK FROM THE SCHOOL WILL BE ARRANGED BY THE ART CHAIRMAN.
- JUDGING WILL TAKE PLACE ON SATURDAY, MARCH 24TH, 2012
- RECEPTION AND PUBLIC VIEWING OF THE ART WORK WILL BE HELD ON SUNDAY, MARCH 23rd, 2012, FROM 1PM to 4PM. ***PLEASE ENCOURAGE STUDENTS, FAMILY, AND TEACHERS TO ATTEND.***
- THE GENERAL FEDERATION OF WOMEN'S CLUBS OF CT, OFFICERS AND MEMBERS ASSUME NO RESPONSIBILITY FOR LOSS OR DAMAGE TO ANY ENTRY IN THE ART FESTIVAL FOR HIGH SCHOOL SENIORS. LOCATION WILL BE SECURED. IT IS INTENDED THAT THE ENTRIES BE HANDLED IN A CAREFUL AND RESPECTFUL MANNER.

ENTRY CARDS

2 PER STUDENT-(COPY & PRINT AS NEEDED)

SCHOOL _____

NAME OF ARTIST _____

YEAR OF GRADUATION _____

TITLE OF WORK _____

CATEGORY _____

MEDIUM _____

SIGNATURE OF ARTIST _____

NAME OF SPONSORING CLUB _____

SCHOOL _____

NAME OF ARTIST _____

YEAR OF GRADUATION _____

TITLE OF WORK _____

CATEGORY _____

MEDIUM _____

SIGNATURE OF ARTIST _____

NAME OF SPONSORING CLUB _____