

Youth Art Month 2018 Artwork and Registration Checklist

Portland Museum of Art and Maine Art Education Association

Preparing your student's artwork:

- Artwork must be framed, including artwork on stretched canvas or canvas board. *Note, glass OR unblemished plexi-glass is now allowed.
- Artwork (unmated and framed) may not exceed 18 x 24 inches.
- Artwork on shelves or pedestals is not allowed. If you would like to submit a 3D artwork you may so in one of two ways: 1. It is enclosed in a shadow box frame of 5 inches or less or 2. it is wall mounted relief work not exceeding 5 inches in depth.
- Mark the back of artwork with an up arrow (↑) to identify the top of the artwork.
- Label back with student name, school, teacher, and artwork title.
- Artwork must be ready to hang*. Any artwork that does not come with appropriate hanging hardware will be returned to the teacher.

*Ready to hang means: sturdy backing (mat board, Masonite or foam board); proper hardware on the back of the frame (such as d-rings, eye hooks or gallery clips) and wire strung between the hardware. Hardware must be nailed, screwed, or factory installed. Hot glued hardware will not be accepted. No saw-tooth hangers are allowed. Glass or plexi-glass must be clean and free of scratches. Questions about preparing your work? Contact MAEA chair [Suzanne Goulet](#). **Artwork will be inspected at drop-off and will only be accepted if proper hanging protocol is followed.**

Preparing for online registration:

- Complete Permission and Liability Waiver. **This must be signed and completed by a parent or guardian prior to online registration.** You cannot register artwork without this signed waiver. [Click here](#) for the waiver.
- A digital JPEG image of artwork is required for artwork registration. Please photograph the artwork before framing to avoid glare and make the image as high resolution as possible. JPEG file must be labeled in this format: student LastName_StudentFirstName.JPG (ex. *Nevelson_Louisa.JPG*)

Questions? Please contact the MAEA Youth Art Month chair: Suzanne Goulet, sgoulet@aos92.org

PMA contact is Louisa Donelson, ldonelson@portlandmuseum.org