



SUBMISSION GUIDELINES

WHEN:

**EXHIBITION DATES
MARCH 1 - 31, 2023**

WHO:

**KANAWHA COUNTY SCHOOLS
STUDENT WORK GRADES K-12**

WHERE:

**CITY SERVICE CENTER
915 QUARRIER STREET**

SUBMISSION DEADLINE:

FEBRUARY 24, 2023 BY 5:00PM

SUBMISSION REQUIREMENTS:

**ORIGINAL WORKS SHOULD BE SUBMITTED READY TO EXHIBIT. ALL MEDIUMS ACCEPTED
2D WORKS SHALL NOT EXCEED 18"X24". SCULPTURAL WORKS SHOULD NOT EXCEED 10" IN DEPTH**

LABELS:

WORK SHOULD BE LABELED WITH STUDENT NAME, GRADE, AND SCHOOL THE LOWER RIGHT HAND CORNER. 3D WORKS MAY HAVE LABEL ATTACHED ON BACK OR BOTTOM OF THE PIECE.

CONTACT INFORMATION:

PLEASE COMPLETE ATTACHED FORM AND SUBMIT WITH ENTRIES. ALL ACCEPTED ENTRIES WILL BE NOTIFIED PRIOR TO EXHIBITION OPENING.

HOW TO SUBMIT:

**WORK CAN BE DROPPED OFF AT THE CITY SERVICE CENTER
MONDAY - FRIDAY 8:30AM - 5:00PM
IN THE PLANNING OR PUBLIC ART OFFICE.**

SPECIAL ARRANGEMENTS CAN BE MADE IF DROP OFF NOT POSSIBLE

PICKUP:

**WORK CAN PICKED UP AT THE CITY SERVICE CENTER
MONDAY - FRIDAY 8:30AM - 5:00PM
IN THE PLANNING OR PUBLIC ART OFFICE.**

ALL WORKS MUST BE PICKED UP BY APRIL 7, 2023 AT 5:00PM

QUESTIONS:

CONTACT JEFF PIERSON

304-541-9284

JEFF.PIERSON@CITYOFCHARLESTON.ORG

LABEL TEMPLATE

FIRST NAME_____

GRADE_____

SCHOOL_____

CONTACT SHEET

STUDENT NAME_____

GRADE_____

SCHOOL_____

SUBMITTOR NAME_____

SUBMITTOR CONTACT PHONE_____

SUBMITTOR CONTACT EMAIL ADDRESS_____

***PLEASE SUBMIT WITH ENTRY**