



### **Upcoming Dates/Important Information:**

- Art Intake Day: Thursday, June 1, Cannon 441
  - Alabama-Michigan: 9:30-12:00
  - Minnesota-Wyoming: 1:00-3:30
- Packet Pick-Up Day: Tuesday, June 27 (tentative-to be confirmed), Time and Location TBA
- Winner's Receptions: Thursday, June 29, Capitol Visitor Center Auditorium and Atrium
  - Alabama-Michigan and Ohio: 9:00am-12:00 noon
    - 9:00am-9:15 am – Student check in
    - 9:15am-10:00am – Breakfast in Atrium
    - 10:00am-noon – Program in Auditorium
  - Minnesota-Wyoming: 1:00pm-3:30pm
    - 12:45pm-1:00pm – Student check in
    - 1:00pm-2:00pm – Lunch in Atrium
    - 2:00pm-4:00pm – Program in Auditorium
- Reception RSVP: <https://conginst.wufoo.com/forms/zh3sr6n0k91fct/>
- Volunteers for the reception: send email to [art@conginst.org](mailto:art@conginst.org) with:
  - Name
  - Office
  - Email
  - Cell phone number
  - T-shirt size

### **Art Intake Day – June 1, 2017 Cannon 441**

We will receive the artwork on **June 1**. The artwork **MUST** be in Washington, DC before then. Soon after we receive the artwork, we photograph the pieces for the House.gov web gallery and a slideshow shown at the reception. If you do not have the artwork in Washington by Art Intake Day, the artwork might not be included in the web gallery or slideshow.

On Art Intake Day, one of your staff should bring your winner's **framed** artwork to Cannon 441. We have divided the states and territories into two groups, based on alphabetical order. Members from Alabama-Michigan should submit their artworks from 9:30am-12:00pm. Members from Minnesota-Wyoming should submit their artworks from 1:00pm-3:30pm.

When you submit the artwork, a copy of the second page of the Student Information and Release Form, signed by the teacher, the student, and a parent or guardian (if the student is under 18) and the Letter of Support with the Member's original signature for their winning artwork must be securely attached to the back of the artwork. The final version of the 2017 Student Information and Release Form omitted the Member approval section and it also had additional changes to the artwork release. Be sure that the student signed the final version of the 2017 Student Information and Release Form.

Information regarding the Letter of Support and the 2017 Student Release Form can be found by clicking this link: <https://www.dropbox.com/sh/e5qk54p8xk7zzlq/AABBwQNb-9fmNVCQm3VyHMBza?dl=0>

### **Winners' Reception in Washington, DC - June 29**

#### **Pre-Reception Duties**

Your office will be the primary—or only—contact for the winner. The CAC coordinators have extremely little, if any, contact with the winners.

The reception invitations will instruct winners to RSVP to their Member's office. Once your winner RSVPs, please complete an RSVP for form for the Congressional Institute:

<https://conginst.wufoo.com/forms/zh3sr6n0k91fct/>

The CAC organizers will prepare a packet for the winners containing a certificate of achievement, letters of commendation, a reception program, nametags and a t-shirt. Your staff is responsible for giving this packet to your winner when he or she arrives at your office on the day of the reception. Someone from your staff should pick the packet up at a time and place TBA (usually a couple days before the reception). When you receive the packet, please be sure to write your student's name on the certificate.

A trip to the Cannon Tunnel will not be part of the reception program, so your office will be responsible for arranging a time to escort your winner and any guests to the Cannon Tunnel to see the exhibit. You will also be responsible for arranging any tours of the Capitol or White House.

Please remember to schedule a meeting for the winner with the Member.

#### **Limitation on Reception Attendees: Only One Guest Permitted**

Only the winner and ONE guest may attend the reception—NO EXCEPTIONS. We must adhere to this strict limit because of wide participation in the Congressional Art Competition. This is done to ensure the safety of students, their guests, Members and staff.

Guests will be identified by a nametag that says "Guest of John Doe". Anyone not wearing a nametag will be asked to leave.

Sometimes, in addition to the reception guest, another parent/guardian, other family members, and art teachers accompany the winner to Washington, DC. Even though they travel to Washington, the additional visitors may not attend the reception, and will be turned away at the door if they show up. Sometimes a staff member will escort a whole family to the reception and claim that their office received an exception; reception staff will be instructed to enforce this rule regardless of any claim to the contrary.

Although the student may only bring one guest, any Member of Congress is permitted to attend. We recognize that congressional staff are make the CAC possible, but, unfortunately, staff may not attend the reception. However, the reception does require many volunteers, so staffers who are interested in attending are encouraged to help. Please contact the CAC coordinators to volunteer.

### **Procedures for Winners' Reception**

At the reception, the CAC Co-Chairs and the President of the Congressional Institute will greet the winners. Representatives from Savannah College of Art and Design and Southwest Airlines will also congratulate the students on their achievement. An artist from each of the Co-Chairs' Districts will speak with the winners about their work, opportunities for professional artists, artists' contributions to society, or a similar topic. Students will have an opportunity for Q-and-A with the artists. It will conclude with a slideshow of the winners' works.

At the reception, the winners will be recognized as a group, not individually. We will not distribute any prizes, awards or certificates to any student.

Due to the number of participating offices, there will be two different receptions, one in the morning and one in the afternoon. Both will take place in the Capitol Visitor Center Auditorium and Atrium. We have divided the states and territories into two groups, based on alphabetical order. Students from Alabama-Massachusetts and Ohio should attend the morning reception, and students from Michigan-Wyoming should attend the afternoon reception.

We have already mailed students an invitation to the appropriate reception. (unless your office has noted otherwise). The invitation included a schedule of events for the day. However, if they cannot attend their appointed reception, you may seek permission for them to attend the other; please contact Jennifer Dill at the Congressional Institute ([art@conginst.org](mailto:art@conginst.org) or 703-837-8812).

On the day of the reception, your winner and guest should check in at your office. When they arrive, please present your student his or her packet. You should inform them that they will need the nametags for entry to the reception. If they are attending the morning reception, they should arrive at your office between 8:45am and 9:00am; please escort them to the Capitol Visitor Center Atrium by 9:00am. If they are attending the afternoon reception, please escort them to Capitol Visitor Center Atrium by 1:00pm. Visitors should leave any belongings at your office and retrieve them after the reception. When escorting

visitors, do not take them through the Cannon Tunnel; please direct them to the main entrances of the Capitol Visitor Center.

Once a staff member has escorted your winner to the appropriate location, the staff member should depart.

Following each reception, we will direct attendees back to the House Office Buildings via the Cannon Tunnel.

Since each reception lasts approximately three hours, there is ample time for the student to meet the Member, tour the Capitol and visit the exhibit in the Cannon Tunnel. Students who attend the morning reception will be finished by 12:30pm. Students who attend the afternoon reception will not need to be at the Capitol Visitor Center until 1:00pm.

### **After the Reception**

**Reception No-Shows:** If your student cannot visit Washington, DC, for the reception, please still ensure that he or she receives the winner's packet.

If their winners cannot attend the reception, some offices invite their winners to Washington later. The CAC coordinators are not responsible for coordinating any portion of such visits.

**2017 Survey:** The only way the CAC coordinators can make the competition an easier and more enjoyable experience for you is if you provide feedback on what worked well and what could be improved. You will receive an email survey in the summer—please complete it to make sure your voice is heard.

**Returning the Artwork to the Student:** The House Superintendent is responsible for removing the exhibit at the beginning of May 2018. They will provide offices with information about where and when to retrieve the artwork. A member of the staff will have to sign for the artwork when he or she picks it up. A staff member should then arrange to return the artwork to the student. Each year the CAC coordinators receive many inquiries from students whose artworks have not been returned to them—please take special care to see that the piece is not lost in between Washington and the District.

**Congressional Art Competition Historical Records:** The Congressional Institute maintains records of Congressional Art Competitions dating to 2006. This includes the names, contact information and artwork images for winners, which Members participated, and staff contacts for each year. If you need information for previous competitions, please contact Jenn Dill at the Institute ([art@conginst.org](mailto:art@conginst.org) or 703-837-8812).