



Arts Council of Southeast Missouri

16 North Spanish Street
Cape Girardeau, Missouri 63701-0901

www.capearts.org
(573) 334-9233
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Director:
Sara Steffens

Children's Arts Festival 2019

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Dear Teacher,

The Arts Council of Southeast Missouri invites all students, grades 3 through 8, from the Congressional district, to participate in the 19th Annual Children's Arts Festival from February 1st – 28th, 2019.

Teachers may submit up to FOUR artworks per grade level that have been created during the current school year for the Children's Arts Festival. The works should NOT be larger than 9" by 12", with a 1.5" white mat, with a total size limit of 12" by 15". A single student may only submit one work.

Teachers may also submit one poem per classroom. The poetry theme this year is "Memories." All styles of poetry are accepted. Students are also welcome to illustrate their poems!

Please SHARE this letter with all 3rd – 8th grade teachers in your district, as we want all qualifying students to participate.

Entries may be submitted December 1st, 2018 through January 5th, 2019. We welcome submissions of students' work before teachers leave for Christmas break. If you wish to drop off work during Christmas break, please call the Arts Council for our holiday hours. The final day for submitting your students' artwork to the Arts Council is Saturday, January 5th at 6 pm. Mailed entries are also accepted and must be post-marked before January 5th.

If you would like to participate or have additional questions, please notify us by phone (573-334-9233) or email (director@capearts.org).

We sincerely hope you will join us in making this our best Children's Arts Festival!

Sincerely,

Sara Steffens
Director

Children's Arts Festival 2019: Poetry Guidelines

1. Each classroom may submit one student's poem. The theme for this year is "Memories". Memories can be personal or shared with others. Memories can be about a person, an object, favorite food, the environment, or one of the five senses. This is an open-ended theme to encourage students to embrace the full scope of their creativity.
2. The poem can be handwritten or typed – we would love to see poems in the child's own handwriting! Students are also welcome to illustrate their poems.
3. For the entry to be approved for display during the Children's Arts Festival, it **must** adhere to the following requirements asked of the artwork entries:
 1. – Matted with 1.5" wide **white** matting
 2. – Included with the poem is the release form, entry label, and 'artwork' label
4. Entries will be accepted starting December 1st, 2018 to accommodate for busy schedules and holiday break. All entries may be submitted until January 5th, 2019 by 6 p.m. to the Arts Council of Southeast Missouri at 16 N. Spanish, Cape Girardeau, MO. 63701. Please call for our holiday hours.

If you have any questions at all, do not hesitate to call us at 573-334-9233 or email at director@capearts.org.

2019 Children's Arts Festival

February 1 – 23, 2019

Dates to Remember

December 1st, 2018 – Teachers may begin dropping off student artwork at the Arts Council in person or sending in work by mail. Mailed entries must be post-marked by January 5th.

January 5th, 2019 by 6 p.m. – Deadline for submitting up to FOUR pieces of artwork and ONE poem, sized 12" x 15" (including 1.5" white matting) from each grade level (3rd – 8th).

February 1st, 2019, 4:00 p.m. – 8:00 p.m. – Opening reception for the *19th Annual Children's Arts Festival* at the Arts Council of Southeast Missouri, 16 N. Spanish St., Cape Girardeau, Missouri. A light reception of cookies, punch, and commemorative booklets will be provided.

February 23rd, 2019, 10 a.m. — Teacher's Brunch. Teachers are invited to pick up students' pieces from the Arts Council on this date, and enjoy a light brunch as a thank you for all your hard work!



Children's Arts Festival 2019 School Participation Form

Name of School _____

House District # _____ Senate District # _____

Participating Teachers and Grade Levels

Teacher's Name(s)	Grade(s) Participating	Email Address

Arts Council of Southeast Missouri
Phone: 573-334-9233
Fax: 573-334-4238
Email: director@capearts.org

Artwork Labels

Each artwork label will accompany the artwork, and will be displayed on the front of the piece.

We ask that you type these labels yourself to ensure that they are correct, and tape them onto the **front, right hand corner of the piece on the matting.**

Each piece should have **BOTH** an **artwork label** taped on the *front* of the piece, **AND** an **entry label** taped onto the *back* of the piece. We cannot display works that do not have both labels.

Each label should be **centered, size 12 font, and in Arial Bold.**

The format for the Artwork Label is as follows (**border is not necessary*):

<p style="text-align: center;">“Title” Name of Student Grade of Student School Art Teacher: Name of Art Teacher County</p>
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An example of a label ready to be displayed is below:

<p style="text-align: center;">“Trees in Springtime” Macy Cosgrove Grade 3 Trinity Lutheran School Art Teacher: Thelma Jenkins Cape Girardeau County</p>
--

****The same rules apply for the Poetry Entries.**

Entry Labels *(to go on backside of the artwork)*
Please type your information in the labels.

Student:	Grade:	
Title:		
Medium:		
School:		
School Address:		
City:	Zip:	
County:		
Art Teacher:		

Student:	Grade:	
Title:		
Medium:		
School:		
School Address:		
City:	Zip:	
County:		
Art Teacher:		

Student:	Grade:	
Title:		
Medium:		
School:		
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Title:		
Medium:		
School:		
School Address:		
City:	Zip:	
County:		
Art Teacher:		

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Title:		
Medium:		
School:		
School Address:		
City:	Zip:	
County:		
Art Teacher:		

Student:	Grade:	
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Medium:		
School:		
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City:	Zip:	
County:		
Art Teacher:		

Student:	Grade:	
Title:		
Medium:		
School:		
School Address:		
City:	Zip:	
County:		
Art Teacher:		



Children's Arts Festival 2019 Inventory Sheet

Teacher: _____

School Name/District: _____

Contact Number: _____
(Preferably Cell)

House District # _____ Senate District # _____

Grade Level: _____

I will be attending the reception on Friday, February 1st.

	Student Name	Piece Title/Description
1		
2		
3		
4		

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2019 Children's Arts Festival Exhibition Guidelines Checklist

Exhibition Dates: February 1st – 23rd, 2019 at the Arts Council of Southeast Missouri, located at 16 North Spanish St. in Cape Girardeau, Missouri.

- Please tell all 3rd – 8th grade teachers in your district about this awesome opportunity!
- Teachers are allowed 4 artwork entries per grade level
- Teachers are allowed 1 poem per classroom
- Artwork and Poetry **MUST** be original
- Entries may be submitted **between December 1st, 2018 through January 5th, 2019 by 6 p.m.**
- MAXIMUM SIZE: 12" X 15" (*including required white matting*)**
- WHITE MATTE only** – must be at 1.5" wide around the entire artwork or poem, and not to exceed the required 12" x 15" format.
- Print your own artwork labels for the front of each piece** (must be used for the poetry entries too). Please type all information and follow directions for labels in the entry packet. If you are confused, email us at director@capearts.org.
- Attach labels to the front, bottom, right-hand corner of the work, **on the matting**.
- Attach the completed entry labels and parent release form to the backside of each piece. This is necessary for both the poetry and artworks. **ARTWORK CANNOT BE DISPLAYED WITHOUT THESE FORMS.**
- Pack everything between two sheets of cardboard, and tape 3 edges shut, or in a portfolio. We will need them to store and organize pieces before and after the exhibit.
- Write your name, the name of the school(s) and grade(s) in permanent marker on the outside of the cardboard portfolio.
- Include Inventory Sheet with submissions
- Mark your calendar: Saturday, February 23rd | 10 a.m. – 11 a.m.** This is the day of the Teacher's Brunch. You will be invited to pick pieces up from the Arts Council. Each teacher will be responsible for picking up their school's entries, unless otherwise notified. The Arts Council is open from 10 a.m. – 6 p.m., Tuesday – Saturday.



Congratulations!

Your artwork has been selected for display in the 2019 Children's Arts Festival at the Arts Council of Southeast Missouri. The exhibit will feature children's artwork from our Congressional district.

We would like to invite you, your parents/guardians, families, and friends to attend the First Friday Reception on Friday, February 1st, 2019 from 4:00 p.m. to 8:00 p.m., at the Arts Council of Southeast Missouri, located in Downtown Cape Girardeau at 16 North Spanish Street.

Each exhibiting artist will also receive a commemorative booklet from the event! The show will remain on display until February 23rd, 2019.

We look forward to seeing you!

Best wishes,

Sara Steffens
Director
Arts Council of Southeast Missouri

2019 Children's Arts Festival Consent Form

I agree to allow any artwork of my child, _____, to be included in public displays and on any publications- digital and physical- featuring the Children's Arts Festival, in Cape Girardeau, MO. In the event that it should be selected by the Arts Council of Southeast Missouri for display in the state legislator, senator, congressman, or city's office, I do _____ do not _____ giver permission for my child's artwork to be framed and displayed for one year in their office. If my child's artwork is selected by a jury, I do _____ do not _____ give permission for his or her work to be placed in a public display by the Arts Council staff. Children's artwork will not be utilized for commercial use.

Parent/Guardian Signature

Date

Parent/Guardian Address

Phone Number

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