

# VMFA & SCHOLASTIC ART AND WRITING AWARDS ARTWORK PACKAGING AND DELIVERY INSTRUCTIONS

## 2-D Art Packing

### Artwork Due by February 15, 2014

Before you package your work, do the following:

- Take a high-resolution photograph for your records if you do not already have one. You may need an image of your artwork for your college applications.
- Read these instructions carefully and completely.
- If you are a Regional Portfolio Gold Key recipient, chose a single work from your portfolio for inclusion in the Regional Scholastics Exhibition at VMFA. Do not send or deliver multiple works!
- If you do not have your artwork, ask your teacher.

The following instructions are for 2-dimensional works such as paintings, drawings, photographs, prints etc. Do not deliver work that is framed or mounted. You are not required to mat your own work. If you choose to mat work, mats should be a minimum of 3" wide on all sides and should be either black or white. Darkroom and digital prints should be a minimum of 8" x 10".

Please follow the instructions below to ensure that your 2-D artwork arrives in excellent condition.

#### Materials you will need:

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|--|---|
| <ul style="list-style-type: none"> <li>• Artwork</li> <li>• Pencil (to write on the back of the work)</li> <li>• Cardboard, foam core or chipboard</li> <li>• Packaging tape and masking tape</li> </ul> | <ul style="list-style-type: none"> <li>• Box cutter or scissors</li> <li>• Brown paper, vellum or tracing paper</li> <li>• Permanent marker to write on the outside of the package</li> <li>• Signed Exhibition Contract in a sealed envelope.</li> </ul> |
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#### CAUTION:

- DO NOT** crate the artwork, **DO NOT** use duct tape.  
**DO NOT** send the artwork if it is:
- Over 30 lbs.
  - Larger than 48" x 48"
  - Extremely delicate

#### Label the Artwork

With a pencil, handwrite the following information directly on the back of the artwork. If this is not possible, write this information on a label and tape it to the back of the artwork with low-adhesive masking tape.

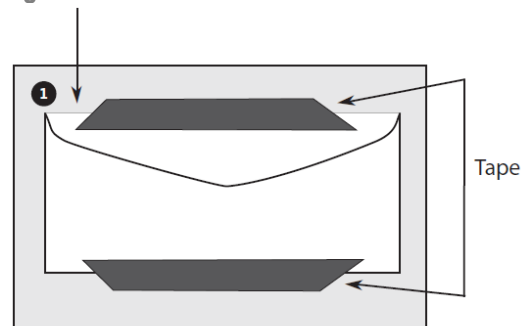
- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Student Name</li> <li>• Title of the Work</li> <li>• Category of the Work</li> <li>• Student Home Address</li> <li>• Student Home Phone</li> </ul> | <ul style="list-style-type: none"> <li>• Student Email</li> <li>• School Name</li> <li>• School Phone</li> <li>• Teacher Name</li> <li>• Student Grade</li> </ul> |
|---|---|

#### Exhibition Contract

Parents and students should review and sign the

**Scholastic Exhibition Contract.** Keep a copy for student records. If hand-delivering the artwork, place one signed copy of the Exhibition Contract in a sealed envelope, and attach it to the outside of the package using low-adhesive masking tape **(1)**.

Signed Exhibition Contract



### Backing Board

Cut a piece of cardboard, foam core or chipboard for the backing board. It should be 3" **larger** than your artwork on each side. For example, if the artwork is 16" x 20", your backing board will be at least 22" x 26". (2)

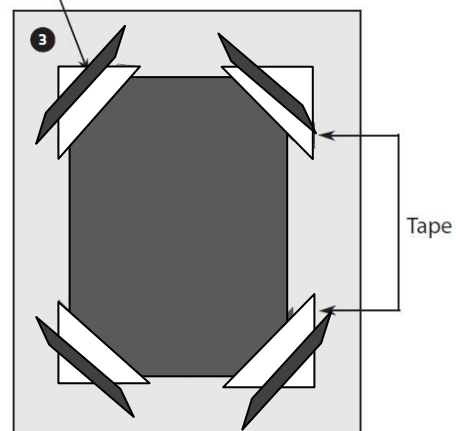
Backing Board



### Cover and Corner Protectors (for works on paper)

Cover the artwork with a piece of brown paper, vellum, or tracing paper cut slightly larger than the artwork. Create four corners (from sturdy paper or cardboard) and place over the corners of the covered artwork. Secure the corners to the backing board with masking tape. (No tape should be touching the actual artwork). This will keep the work from shifting while in transit and will prevent damage to edges of the artwork. (3)

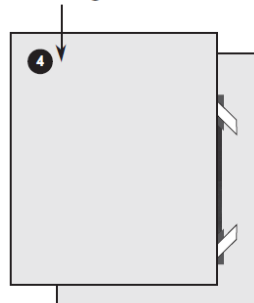
Corner Protectors



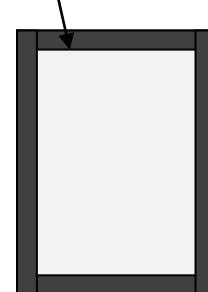
### Attach a Facing Board

Cut a piece of facing board using the same material as the backing board. The facing board should be the same dimensions as the backing board. Place the facing board on top of the covered artwork—which is now secured with four corners. (4) Attach the facing board to the backing board using packing tape, making sure to seal all four sides completely.

Facing Board



Securely taped edges



<b>Label the outside of your package with the following:</b> <ul style="list-style-type: none"><li>• Scholastic Art Awards</li><li>• Student Name</li><li>• Artwork Title</li><li>• School</li><li>• Teacher's Name</li></ul>	<b>Deliver or mail your package to the following address:</b> <p>The Virginia Museum of Fine Arts MWV Art Education Center Orientation Room Attn: Jessica Bauserman 200 N. Boulevard Richmond, VA 23220</p>
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**Delivery times:**

If you are hand delivering your artwork to the Museum's MWV Art Education Center Orientation Room, drop off will be open Thursday, February 13 and Friday, February 14, 2014 from 2 pm – 8 pm and Saturday, February 15, 2014 from 11 am – 5 pm.

**Special Instructions for mailing:**

Attach your Signed Exhibition Contract to the back of the artwork or to the inside of the Facing Board using low adhesive masking tape before sealing package closed. Make sure the package is labeled as described above. Work must be received before February 15, 2014.

## 3-D Art Packing

### Artwork Due by February 15, 2014

Before you package your work, do the following:

- Take a high-resolution photograph for your records if you do not already have one. You may need an image of your artwork for your college applications.
- Read these instructions carefully and completely.
- If you are a Regional Portfolio Gold Key recipient, chose a single work from your portfolio for inclusion in the Regional Scholastics Exhibition at VMFA. Do not send or deliver multiple works!
- If you do not have your artwork, ask your teacher.

The following instructions are for 3-dimensional works such as ceramics & glass, sculpture, jewelry, etc.

Please follow the instructions below to ensure that your 3-D artwork arrives in excellent condition.

<b>Materials you will need:</b> <ul style="list-style-type: none"><li>• Artwork</li><li>• Pencil (to write on the back of the work/label)</li><li>• Bubble wrap, plastic bag/s large enough to contain the artwork</li><li>• Packaging tape and masking tape</li></ul>	<ul style="list-style-type: none"><li>• 2 boxes, one that holds the artwork and fits inside the other box.</li><li>• Permanent marker to write on the outside of the package</li><li>• Signed Exhibition Contract in a sealed envelope.</li></ul>	<b>CAUTION:</b> <b>DO NOT</b> crate the artwork, <b>DO NOT</b> use duct tape. <b>DO NOT</b> send the artwork if it is: <ul style="list-style-type: none"><li>• Over 30 lbs.</li><li>• Larger than W: 24 X H: 24 X L:24"</li><li>• Extremely delicate</li></ul>
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### Label the Artwork

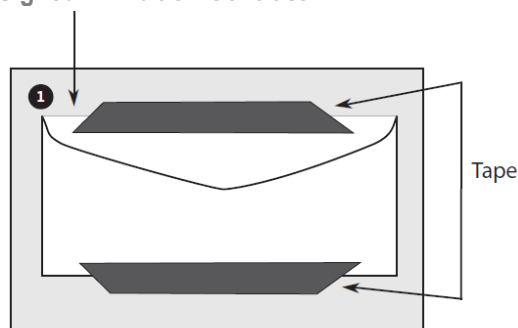
With a pencil, handwrite the following information directly on the back of the artwork. If this is not possible, write this information on a label and tape it to the back or bottom of the artwork with low-adhesive masking tape.

- |                        |                 |
|------------------------|-----------------|
| • Student Name         | • Student Email |
| • Title of the Work    | • School Name   |
| • Category of the Work | • School Phone  |
| • Student Home Address | • Teacher Name  |
| • Student Home Phone   | • Student Grade |

### Exhibition Contract

Parents and students should review and sign the **Scholastic Exhibition Contract**. Keep a copy for student records. If hand-delivering the artwork, place one signed copy of the Exhibition Contract in an envelope, and attach it to the outside of the package using low-adhesive masking tape **1**.

Signed Exhibition Contract



### Plastic & Bubble wrap:

Place the artwork in a clear plastic bag to avoid moisture damage and to protect the surface from abrasion. Seal all openings securely with packing tape. Use a plastic garbage bag if that works. Wrap the artwork in a layer of bubble wrap, and secure with packing tape. (2)



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### Smaller Box

Purchase or construct a cardboard box to accommodate the size of the artwork, allowing 2” for padding one each side and top and bottom. For example, if the work is 10x10x10”, the box must be at least 14x14x14”. Boxes can be purchased at UPS stores, or reuse an available shipping box.

### Padding (bubble wrap or bagged—NOT LOOSE—packing peanuts)

Add padding to the bottom and all four sides of the box. Place the wrapped artwork in the center of the box. Add padding to the top. Insert a signed copy of your Exhibition Contract in a sealed envelope and tape the box securely shut with packing tape. **WARNING:** If the artwork is extremely fragile and could be damaged from contact with padding please contact [shipping@artandwriting.org](mailto:shipping@artandwriting.org) for alternate packing methods. (3)



### Larger Box

The larger box must allow 2” for padding on each sides and top and bottom. For example, if the smaller box is 14x14x14”, the larger box must be at least 18x18x18”.

Insert padding on the floor of the larger box. Place the sealed small box inside. Add padding to the other interior sides and top. Tape the box securely shut with packing tape.

Shake the box gently—there should not be ANY shifting of items or padding.

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**Label the outside of your package with the following:**

- Scholastic Art Awards
- Student Name
- Artwork Title
- School
- Teacher's Name

**Deliver or mail your package to the following address:**

The Virginia Museum of Fine Arts  
MWV Art Education Center Orientation Room  
Attn: Jessica Bauserman  
200 N. Boulevard  
Richmond, VA 23220

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**Delivery times:**

If you are hand delivering your artwork to the Museum's MWV Art Education Center Orientation Room, drop off will be open Thursday, February 13 and Friday February 14, 2014 from 2 pm – 8 pm and Saturday, February 15, 2014 from 11 am – 5 pm.

**Special Instructions for mailing:**

Include your signed Exhibition Contract in a sealed envelope with the artwork inside the first box before sealing the package closed. Make sure the package is labeled as described above. Work must be received before February 15, 2014.