



Artwork submission form for the High School of Art & Design's Spring Arts Festival 2015

Please complete all information completely and correctly in order to maintain accuracy and organization.

You are responsible for getting the artwork to and from the High School of Art & Design, and making arrangements for appropriate packaging.

The deadline for e-submitting this form and jpegs is Wednesday, May 13th by 4:00pm. No exceptions will be made. Please use one form per artwork.

SUBMISSION INSTRUCTIONS (PART 1: THE FORM, PART 2: THE ARTWORK)

1. Please type the information in the table below

Artist name	
Telephone #	
Address	
Address Line 2	
City	
State	
Zip	
Artist's email	
Price of artwork	
Title and year made	
Medium	
Dimensions	

Please instead consider my submission a tax-deductible donation, with 100% proceeds to HS of Art & Design (all information above still needs completed)

2. Once completed, please save this document as the following convention: **Lastname_Firstname_ArtandDesign.doc** and email it along with 2 jpegs of the work(s), at least 300 DPI and no larger than 5MB each to:

artanddesignopportunities@gmail.com

Please include in the subject line of the email ART SUBMISSION FOR SALE.

3. Please ensure delivery of the original work(s) by FRIDAY, MAY 22 AT 12:00PM to 245 EAST 56TH STREET NEW YORK, NY 10022 | ATTENTION: JOHN BRINEGAR, room 1119.

By submitting artwork offered for sale at the High School of Art & Design's Spring Arts Festival 2015, you agree that 50% of the final sale price will be donated to benefit the students at the school, unless the donation box above is checked.