

Exhibition dates:  
**Thurs, February 9<sup>th</sup> – Weds, February 29<sup>th</sup>**  
Public Reception & Award Ceremony:  
**Wednesday: Feb. 29<sup>th</sup>, 5:00 to 7:30 PM.**

### CHANGES FOR THE TEEN JAM 7

Starting this year the Teen Art Jam prizes will be awarded will by an outside jury from the faculty of the Yard School at the Montclair Art Museum (tba)

*The guidelines below cover: Participation, Mounting, Labeling, Parking, Installation, Reception & Award events and Artwork Pickup*

### PARTICIPATION GUIDELINES

1. Only students currently enrolled in grades 9 – 12 may participate in the exhibition.
2. Only 1 entry per student is allowed in each discipline area: ie 2D work, 3D work, Graphics and Photography etc. Any more than one entry per category may not be displayed.
3. Each entry must be labeled (see LABEL INSTRUCTIONS below). Fasten the label to the lower right corner. Put name, title, school on the back in case label gets lost.
4. All work must be suitable for public exhibition before audiences of all ages.
5. YOU ARE RESPONSIBLE FOR THE HANGING, DISPLAYING, AND TAKING DOWN OF YOUR STUDENT'S WORK.
6. Until further notification each school may submit up to a total of 20 pieces and install them only them in your school's designated area. Look for a map on the exhibition walls and tape marks that will indicate the location and boundary of your school's area.
7. Students are encouraged to take photographs or slides of their work PRIOR to the submission if needed for their portfolios.
8. Submit only one application form and per school. Please coordinate with other art instructors at your school.

### MOUNTING INSTRUCTIONS

Please bring tools, any hardware, tape measure or level to hang artwork.

1. All 2-D pieces must be equipped for secure hanging or pinning.

Do not use tape to secure wire or string to the back of the artwork.  
**PLEASE: Do not use double-sided tape on the gallery walls.**

2. Artwork must be matted or mounted but NOT FRAMED. Do not use glass. Plexiglass or acetate is acceptable. Please matt or mount the work ONLY in the following colors: WHITE, BEIGE, CREAM, BLACK or GRAY

3. There will be bases or tables for any 3D pieces if requested.  
INSTALLATION & PARKING INSTRUCTIONS

1. **Delivering & Installing Artwork (with attached labels)** to the Caldwell's Visceglia Gallery. The Gallery is just to the right of Entrance #4 of the Student Center Building on the ground floor. Look for your assigned exhibition area.

**PARKING**: You may park by Entrance #4 briefly to unload and load artwork. Put on your flashers and return promptly. Then park in the lower lot in spaces not indicated for faculty/staff.

The Caldwell College Teen Arts Master Sheet completed accurately will be due at the same time the artwork is hung in the gallery

Email or leave two (2) copies of the **Master Sheet** with Kendall (office 4131) , Elaine (office 4146) or in the office door pocket.

2. **Installation dates:** Please email your preferred installation time Monday Jan 31<sup>st</sup> – Tues, Feb. 8<sup>th</sup>. The gallery is open daily and you may come any time. Contact Elaine Maliszewski if you wish to come later than 5pm  
Please send confirmation of when you will come to install. If there are no staff members on the day you come please find the exhibition area map and labeled wall area designated for your school.

This map will also be on the website under Related Links:  
<http://www.caldwell.edu/gallery/teenartsjam>

Kendall Baker is on campus on Tues, Weds and Thurs.  
Elaine Maliszewski is on campus Mon-Fri from 9-430.  
email: [emaliszewski@caldwell.edu](mailto:emaliszewski@caldwell.edu)  
phone: 973-618-3931

3. **Public Reception & Award Ceremony:** Wednesday: Mar 2, 5:00 to 7:30 PM.

The Award Ceremony will begin promptly at 6 pm. The Gallery will notify your school ahead of time if one of your students has been selected for an award.

Name tags and markers will be at the entry. Please make one for yourself and your students so that we can get to know each other better. Thank you.

Be sure to invite parents & friends. Announcement cards will be sent in January.

Taking down artwork after the reception (see below)

4. **De-installation dates**

The exhibition will end on Weds, Mar. 2<sup>nd</sup> at 730 pm . You will be able to de-install your school's artwork at the conclusion of the reception on the 2<sup>nd</sup>. However, all artwork must be removed from the gallery by the end of the day on Sunday, Mar. 6<sup>th</sup>. Please contact Elaine before the reception to confirm your de-installation date and time.

### MASTER SHEET INSTRUCTIONS

1. Fill out the Master Sheets completely.
  - a. Teachers, please include your home number and e-mail address so that we can contact you as needed.
  - b. Print the artist's name and email (optional)
  - c. Leave two (2) copies of the Master Sheets with the art pieces upon drop-off.
  - d. If a work is a copy or interpretation of an original, place an "x" in the box for copy/int. If a work **IS a copy** or an **interpretation of an original**, you must place an "X" next to "copied" from and fill in the name of the source.
  - e. Each High School may not submit more than a total of 20 pieces.

### ARTWORK LABEL INSTRUCTIONS

- ✓ Below is a sample label. Your finished labels should look like the sample and be approx 2 x 3 inches. Paper color: **white only**.
  - ✓
  - ✓ Each label must correspond with the information and # number on the Master Sheet
  - ✓ Use Mr., Miss, Mrs. or Ms. of the TEACHER'S last name only so that the teacher's name
  - ✓ Indicate whether artwork is an original, copy or reproduction of an original.
  - ✓ Place the completed label on front lower right side of artwork's matting or acetate. For 3D work or paintings on canvas etc. place label on the wall or the table/base adjacent to the artwork
  - ✓ Identify the piece on the back as well in case the front label comes off.
- Label sample: (approx 2" x 3").

Roxbury High School / Ms. Gooden

"Tonal study of tree stumps"

Pastel and pencil on paper.

**Shaneeeka Kinderman**

**Roxbury #3**

Age: 16

Grade: 11

Original

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