



**CATHERINE “RUSTY” FOLEY  
& ZARCO GUERRERO  
ADE STUDENT ART GALLERY**

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# **Informational Packet: Curate an Exhibit**

## **Arts Education**

1535 W. Jefferson St.  
Phoenix, AZ 85006

[ArtsEd@azed.gov](mailto:ArtsEd@azed.gov)



# Informational Packet: Curate an Exhibit

Showcase student artwork at the Arizona Department of Education! This informational packet contains all the information you need to know to curate a student art exhibit. Please read this packet completely and reach out to [artsed@azed.gov](mailto:artsed@azed.gov) if you have additional questions. We are thrilled that you would like to exhibit work at the Department of Education & we look forward to collaborating to bring youth creative expression to ADE's Jefferson Building. To apply to exhibit your student artwork please visit: [www.azed.gov/artseducation/catherine-rusty-foley-and-zarco-guerrero-student-art-gallery](http://www.azed.gov/artseducation/catherine-rusty-foley-and-zarco-guerrero-student-art-gallery).

## ARTWORK REQUIREMENTS

- ✓ All artwork must be submitted to ADE as an image file in one of the following formats
  - JPG
  - PNG
- ✓ Artwork must fit ADE frames in one the following sizes and be cropped accordingly:

Frame Size	Minimum Quality	Best Quality
8x10	1000 x 1250 Pixels	2400 x 3000 Pixels
9x12	1125 x 1500 Pixels	2700 x 3600 Pixels
12x12	1500 x 1500 Pixels	3600 x 3600 Pixels
11x14	1375 x 1375 Pixels	3300 x 4200 Pixels
16x20	2000 x 2500 Pixels	4800 x 6000 Pixels
18x24	2250 x 3000 Pixels	5400 x 7200 Pixels

- ✓ Please name artwork file using the following criteria.
  - StudentFirstName.StudentLastName.GradeLevel.TitleofArtwork.Medium.School orOrganization.FrameSize.filetype
  - **Example:** Haley.Honeman.8thGrade.PhoenixSunrise.AcrylicPaint.ArizonaDepartmentofEducation.9x12.jpg
- ✓ Artwork should be appropriate for public viewing at a state agency. ADE reserves the right to take down pieces that might be considered offensive, inappropriate, or controversial on an as needed basis.

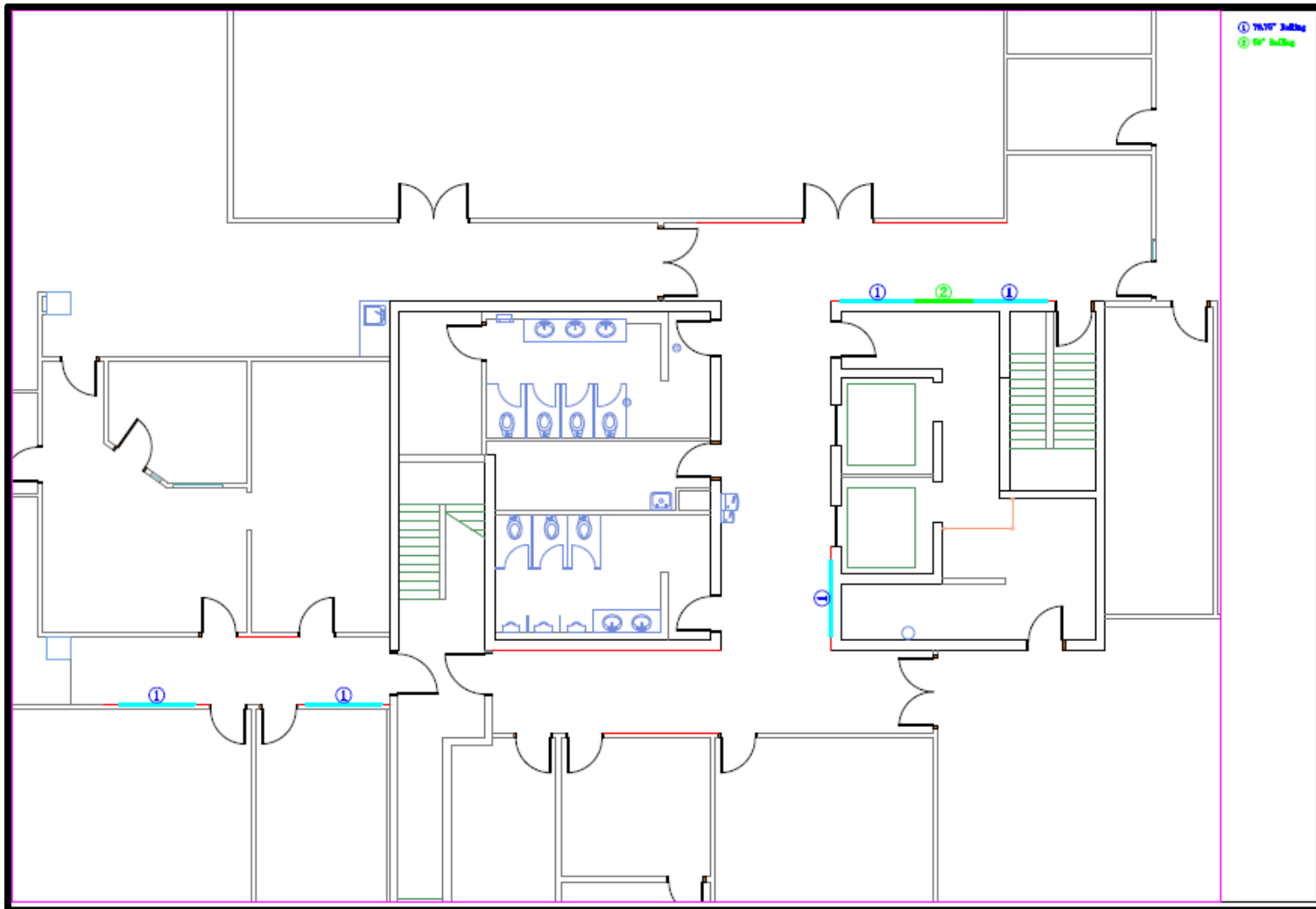
## GALLERY LOCATION & MAPS

The Catherine “Rusty” Foley & Zarco Guerrero ADE Student Art Gallery is located at the Arizona Department of Education’s Jefferson Building at 1535 W. Jefferson Street Phoenix, Arizona 85007. All five floors of the building are equipped to showcase student artwork. The maps display areas where the gallery system is installed on each floor. The next 4 pages contain floorplans:

- The first-floor lobby will showcase K-12 student artwork
- Floors Basement & 2-4 will showcase either K-12 or community youth artwork

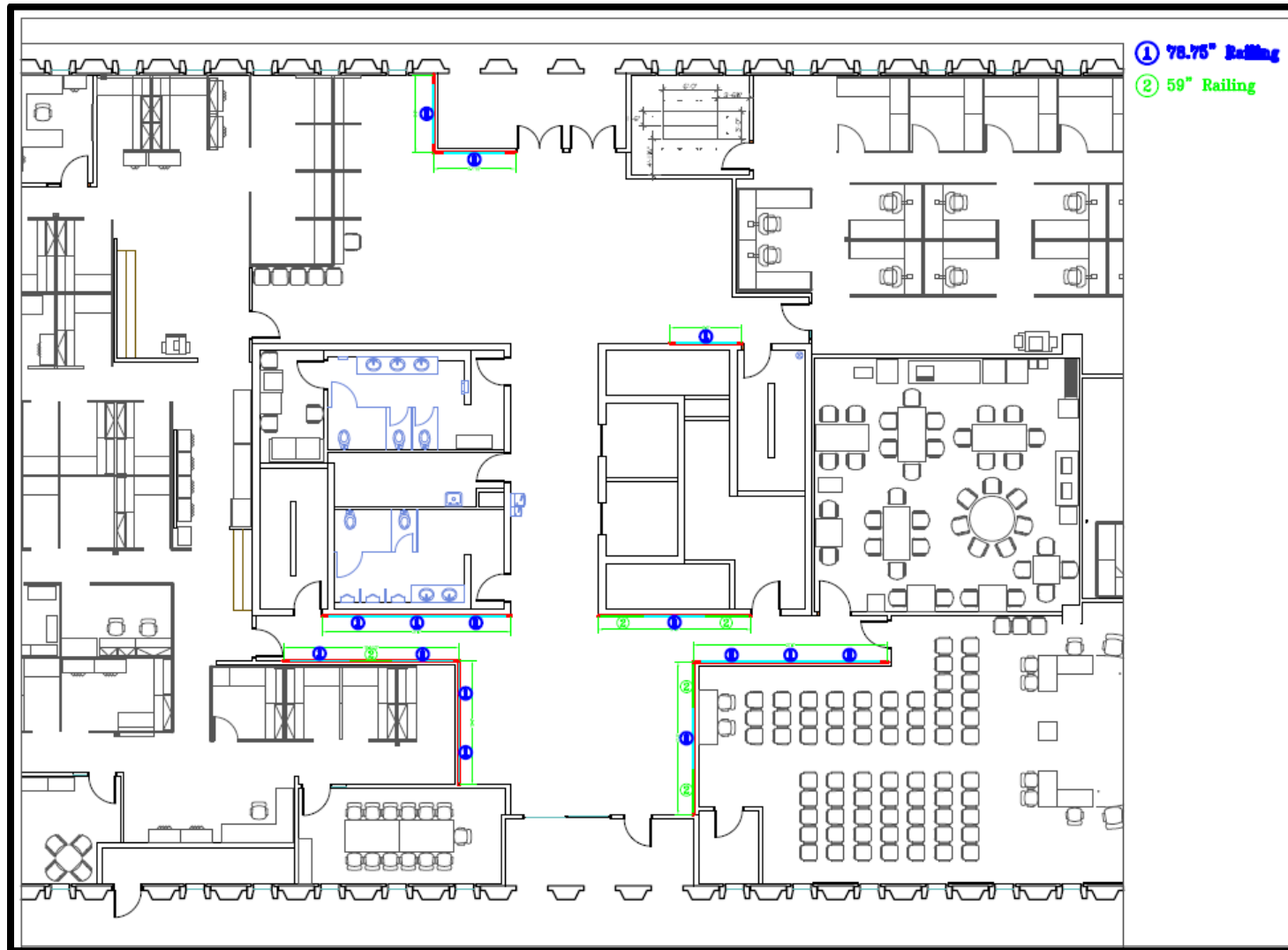
## Basement Gallery Map

1. Five 76.75" Picture Railings
2. One 59" Picture Railing



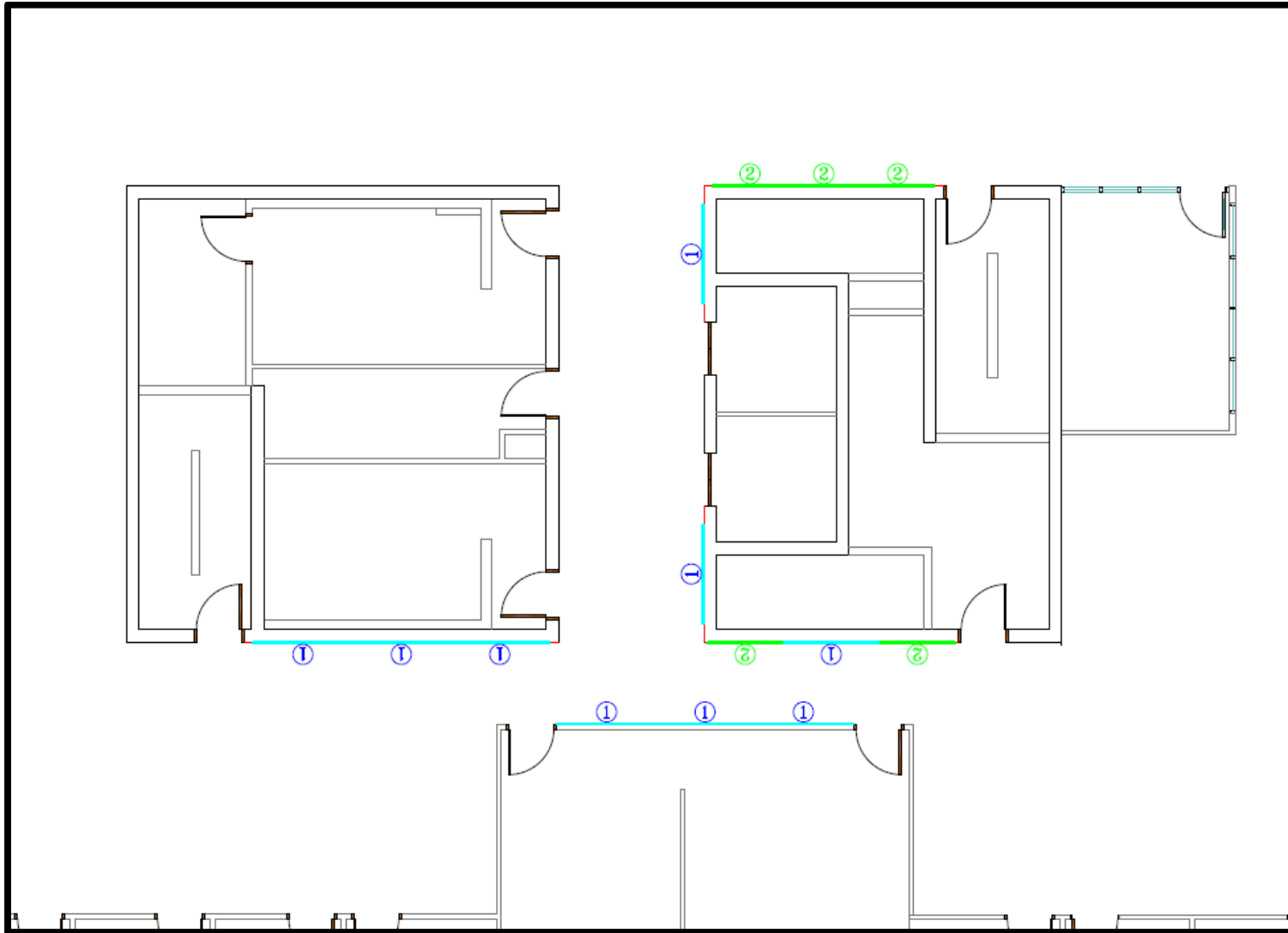
## Lobby Gallery Map

1. Fifteen 76.75" Picture Railings
2. Five 59" Picture Railings



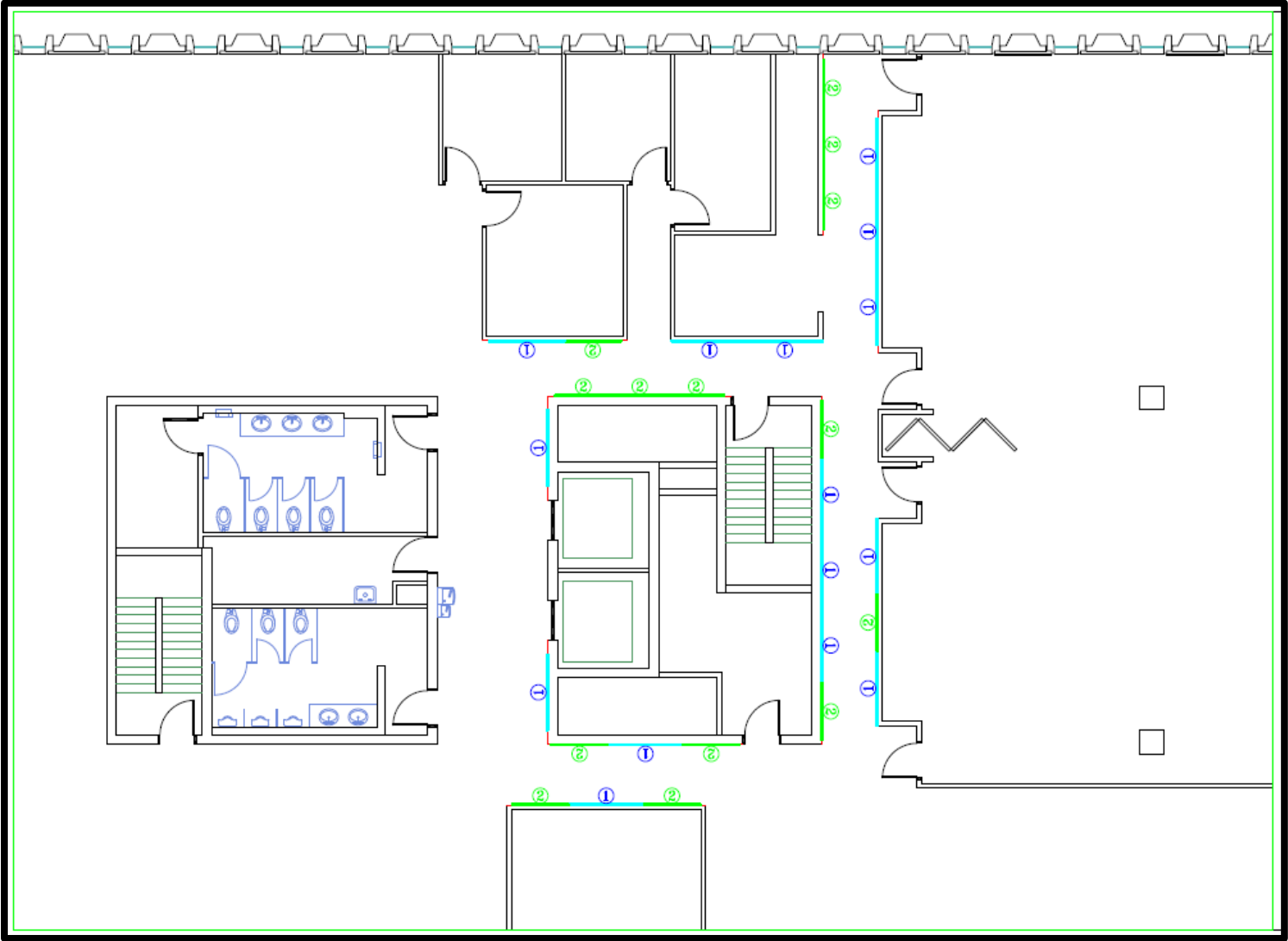
## Second Floor Gallery Map

1. Nine 76.75" Picture Railings
2. Five 59" Picture Railings



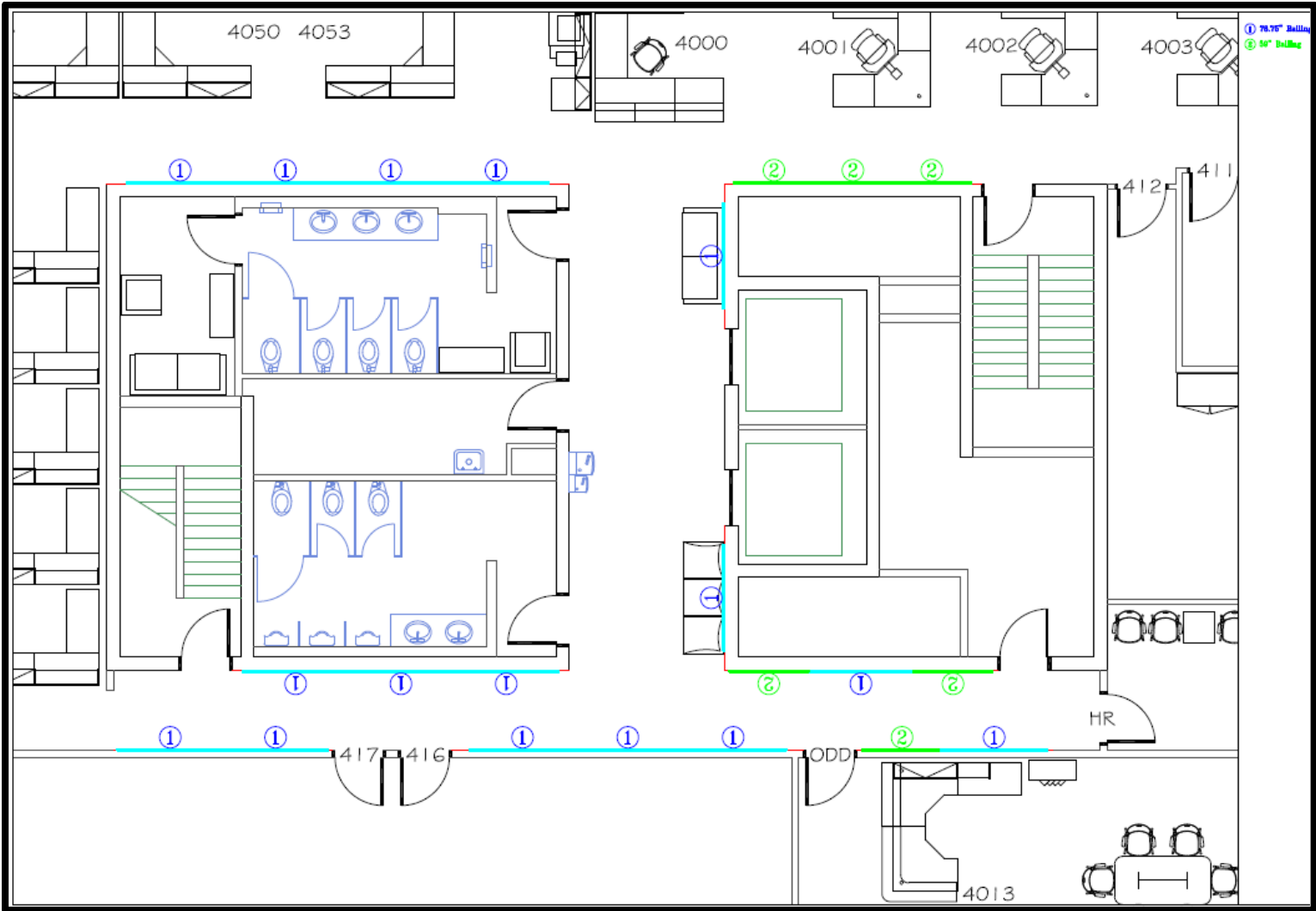
**Third Floor Gallery Map**

- 1. Nine 76.75" Picture Railings**
- 2. Five 59" Picture Railings**



**Fourth Floor Gallery Map**

- 1. Nine 76.75" Picture Railings**
- 2. Five 59" Picture Railings**



## **SCHEDULE**

Each floor of the building has the capacity to showcase two public exhibitions throughout the year. Please consider the schedules below when planning to showcase work.

### **Lobby Gallery Schedule**

- **Fall/Winter Exhibit:** September 15th - February 15th K-12 Exhibition
- **Spring/Summer YAM Exhibit:** March 1st- September 1st Arizona Youth Arts Month Exhibition in Partnership with AAEA

### **2nd-4th Floor Gallery Schedule**

- **Fall/Winter Exhibit:** August 15th - January 15th
- **Spring/ Summer Exhibit:** February 1 - August 1

## **ARTWORK SUBMISSION**

Please provide a link to a downloadable shared folder where images are stored. Possible folder formats include

- Google Drive
- Dropbox

Please also include the following with your submission

1. A master list of artworks included in the exhibition
2. Floorplan map & instructions for placement (If Applicable)
3. Artwork release forms for all participating students (See Page 10)

### **Artwork Submission Checklist**

- ☐ Master list of artworks included in exhibit is complete
- ☐ Artworks are verified as correct pixel sizes for framing
- ☐ Each artwork is properly named with required information
- ☐ Floorplan map & instructions for placement is complete (If Applicable)
- ☐ Artwork release forms for each participating student are complete

## **STUDENT GALLERY AGREEMENT & ARTWORK RELEASE FORMS**

If your exhibit is selected for showcase at the Catherine “Rusty” Foley & Zarco Guerrero ADE Student Art Gallery, ADE Arts Education will reach out to you with a gallery agreement included on page 9. Please complete the Gallery Agreement within a week and email to [artsed@azed.gov](mailto:artsed@azed.gov).



# ADE Student Gallery Agreement



This document serves as an agreement between ADE Arts Education and the Primary Gallery Contact to exhibit youth artwork in the ADE Student Gallery. Please return this completed agreement to [artsed@azed.gov](mailto:artsed@azed.gov).

## Timeframe & Location (To be completed by the Arizona Department of Education)

Please complete the timeframe artwork exhibit will be showcased:

Year: \_\_\_\_\_

September 15<sup>th</sup>-February 15<sup>th</sup> ☐ August 15<sup>th</sup>-January 15<sup>th</sup> ☐ February 1<sup>st</sup>-August 1<sup>st</sup> ☐

Please select the location(s) of artwork to be showcased (Check all that apply):

Basement ☐ Lobby ☐ 2<sup>nd</sup> Floor ☐ 3<sup>rd</sup> Floor ☐ 4<sup>th</sup> Floor ☐

Name of ADE Primary Contact \_\_\_\_\_

Signature of ADE Primary Contact \_\_\_\_\_

## Assurances (To be completed by The Primary Gallery Contact)

- ✓ I agree to showcase youth art at the Arizona Department of Education during the timeframe and at the locations listed above.
- ✓ I have provided ADE Arts Education with a master list of showcased artworks & student artwork release forms for this exhibit.
- ✓ Submitted images were verified the correct pixel size for printing & framing
- ✓ Each submitted artwork image file was properly labeled with:  
StudentFirstName.StudentLastName.GradeLevel.TitleofArtwork.Medium.SchoolorOrganization.FrameSize.filetype

Name of Primary Gallery Contact: \_\_\_\_\_

Email of Primary Gallery Contact: \_\_\_\_\_

Cell Phone Number of Primary Gallery Contact: \_\_\_\_\_

Signature of Primary Gallery Contact: \_\_\_\_\_

School or Organization: \_\_\_\_\_ Date: \_\_\_\_\_



## **ADE Student Artwork/Media Release Form**

- ✓ I grant the Arizona Department of Education permission to use a photograph or video of me and/or my artwork for electronic or other publication in the media.
- ✓ I agree that I may be identified by name, grade, and school in media accompanying photographs or artwork. I waive the right to approve the final product.
- ✓ I do not expect to be compensated and I release the Arizona Department of Education from any claims, rights, damages, and liabilities arising out of or related to my participation in the ADE Student Art Gallery.
- ✓ I understand that the Arizona Department of Education retains the right to make final determinations about the appropriateness of work for public display and retains the right to take down pieces that might be considered offensive, inappropriate, or controversial on an as needed basis.

### **Please Print:**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature (If over 18 years old): \_\_\_\_\_

Title of Artwork: \_\_\_\_\_

Medium: \_\_\_\_\_

School or Organization: \_\_\_\_\_

Primary Exhibit Contact Name: \_\_\_\_\_

Primary Exhibit Contact Email Address: \_\_\_\_\_

Primary Exhibit Contact Phone Number: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature (Required if student is under age 18): \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_



ARIZONA DEPARTMENT OF EDUCATION

