

DAS Art Wall submission guidelines

- Please submit artwork for the Art Wall on or before Friday, April 20.
- Art can be from DAS employees' daughters, sons, grandchildren, nieces, nephews, cousins, close family friends, etc. The age range is wide open.
- You can submit artwork in person or through DAS inter-office mail. Consider putting the artwork in a firm envelope or between two pieces of cardboard to protect it during delivery.
- If sending through inter-office mail, please address your submissions to:

Adrienne Cochenour
DAS Office of Employee Services
30 East Broad Street, 40th Floor

If you have questions, contact Adrienne at Adrienne.Cochenour@das.state.oh.us or 614.995.7590.

SUBMITTING ARTWORK:

When submitting artwork, please provide the following information:

EMPLOYEE INFORMATION:

Your name: _____
Your DAS division and office/unit: _____
Your phone number: _____
Your e-mail address: _____
Your DAS mailing address: _____

ARTIST INFORMATION:

We plan to include "artist information" with each piece of art on the Art Wall, to give the artists the credit they deserve. So please provide this additional info for each piece of artwork that you submit. You can complete some of all of the blanks.

Title of the artwork (optional): _____
By (name of artist): _____
Relationship (of the artist) to you: _____
Age of the artist (optional): _____

If you want to include additional info to be posted with the displayed artwork, such as some interesting background on why/when/where the art was created, please include it below.

PERMISSION TO POST ON OUR VIRTUAL ART WALL:

If, in the future, DAS creates an online "virtual art wall" display, can we include the artwork and artist information on our website? Please select one:

No
 Yes
 Yes, but _____ (provide any special instructions)

RETURNING THE ARTWORK:

Do you want the artwork returned? Please select one:

No, make it a permanent part of the collection
 Yes, I want it returned to me after it is displayed for several weeks

DIMENSIONS OF THE ART WORK:

The art will be displayed in wall-mounted cases that put some limits on how big the displayed artwork can be. However, we anticipate that we can accept and display artwork from the very small to the very large.

Also, there is a depth/thickness limit of 3.25" so art that will work best includes mostly flat items that can be positioned and displayed vertically.

Every effort will be made to avoid any damage or wear on the original artwork, but there is always the possibility of something happening. We will be extremely careful -- and if you have special instructions for how we mount the art in the case, please include that in a note when you submit the artwork.

This artwork will be "on loan," so you will be able to get it back at any time -- by contacting Adrienne Cochenour at Adrienne.Cochenour@das.state.oh.us or 614.995.7590. You can pick it up, or it will be sent to you, whichever is most convenient for you.

Thank you for your participation in helping to create our first edition of the DAS Art Wall!