



Congressman Jared Polis ♦ Second Congressional District Art Competition
An Artistic Discovery ♦ Exhibit Inventory Sheet

How to use the Inventory Sheets and Entry Labels

Each teacher's entries should be listed on one inventory sheet with students' last names first. Please describe each work clearly on the inventory sheet. Please print clearly or type, double-check spelling of names, and accuracy of information, as inventory sheets are used to create the display labels for the show.

Please complete the inventory sheets electronically and email them to Christine Berg at Christine.berg@mail.house.gov in advance. This will reduce your wait time on delivery day, as teachers who have already emailed their inventory sheets can simply drop off the artwork. **Otherwise, you can print off the inventory sheet, write in the information, and drop it off with the artwork.**

Inventory sheets should be accompanied by corresponding entry labels attached to the back of each piece of art work on delivery day. Please note that there are three (3) entry labels per page so photocopy this form as needed.

Please keep at least one copy of the inventory sheet for your records.

The **deadline for submissions is Friday, April 18 at 5pm.** Entries are due on April 18th and can be dropped off at either the Fort Collins Congressional Office, located at 300 E. Horsetooth, #103 or the Boulder Congressional Office, located at 4770 Baseline Road, #220. **Please call ahead of time to ensure that the offices are open for drop-off.** The Boulder office number is 303-484-9596 and the Fort Collins office number is 970-226-1239. Please contact Christine if you have questions regarding the transportation of artwork; we may be able to assist you.

- Entries must be accompanied by your completed "Student Information and Release Form." Remember to have your parent/guardian and your art teacher sign this form.

Save the Date: Congressional Art Show Exhibition in Loveland on Saturday, April 19-26 culminating with a reception on Saturday April 26 – Details to follow

Please be sure that artwork is ready to hang with a wire and frame. If you have any questions or concerns please do not hesitate to contact Christine Berg at 303-484-9596 or Christine.berg@mail.house.gov.