

SHARE 2011
PROJECT GUIDELINES
* Items on CD
-Private School Coordinator-



1. Contact participating teachers.
2. Review **Artwork Criteria*** before making selections.
3. Select **10** pieces to submit.
4. MOUNT OR MAT EACH ARTWORK WITH A TWO-INCH BORDER.
5. Fill in top portion of **Parent Release Form***.
6. Distribute and collect signed **Parent Release Forms*** for art submitted.
7. Tape photocopies of completed **Parent Release Forms*** to backs of artworks.
8. **Complete and securely glue Artwork Label (color coded for Private Schools – do not photocopy) to the front at bottom right corner of the mat,** (not artwork) of each piece.
9. Complete the **School Inventory Form***. Paper clip originals of **Parent Release Forms** to **School Inventory Form**.
10. Fill out and attach **Share Portfolio Label** to front of portfolio. Place art, **School Inventory Form***, and original **Parent Release Forms*** in portfolio.
NOTE: ARTWORK WITHOUT REQUESTED PAPERWORK CANNOT BE CONSIDERED.
11. **March 7-8:** Deliver portfolio to Woodridge Elementary School, 100 Woodridge Street, 7:00 am – 4:30 pm. (Please call 826-8021 if you need to arrange an alternate drop-off time.)
12. **March 21-26:** 2011 SHARE EXHIBITION at Say Sí, Wednesday through Thursday, 9:00 a.m. to 7:00 p.m, Friday, 9:00 a.m. to 5:00 p.m, and Saturday, 9:00 a.m. to 12:00 p.m.
March 22, Tuesday: Viewing for all students and their families from 5:30 p.m. to 7:00 p.m.
13. **March 31 or April 1:** Pick up portfolio from Woodridge Elementary School, 7:00 am – 4:30 pm. The portfolio will contain unselected artwork, Certificates of Merit for students whose work was not selected, and invitations for the Project Coordinator and Teachers to the dedication of the SHARE 2011 Collection.
14. Students with selected artwork will receive invitations by mail to the SHARE ceremony, where they will be recognized and awarded a Certificate of Honor.