



*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 Wednesday, April 18 at 5pm.** Artwork may be collected by a designated person at your high school, or dropped off at our Boulder Congressional Office at 4770 Baseline Road, #220 in Boulder. Entries can also be dropped off at the Oz Gallery in Thornton on Wednesday, April 4 from 1-6 pm, Tuesday, April 10 from 9:30 am – 5 pm and Friday, April 13 from 1-5 pm. The Oz Gallery is located in the Thornton Arts and Culture Center at 9209 Dorothy Blvd. in Thornton.

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.