

2010 KAHA KI'I

Congressional Art Competition CHECKLIST AND TIMELINE

February 11, 2010: All artwork for jury submissions will be sent, viewed, and judged as computer image files. Email files to haearts@gmail.com between January 20, 2010 and February 11, 2010.

Image file specifications:

- JPG files: JPG files should be captured by a high-resolution camera.
- Image Size: Each JPG file must be at least 1500 X 2100 pixels
- Image Quality: 300 dpi
- File Size: Each JPG file should be at least 1 megabyte but no greater than 10 megabytes.
- Save File As: CON_School_StudentLastName_Media_”Title”.jpg

February 15, 2010: Teachers will receive notification of their semi-finalist winners.

For Semi-Finalists Only

February 16, 2010

The following information is **due by February 16 via email** so that we may provide you with a pre-paid postage label for each of your art pieces. Further mailing instructions are provided in the next section.

In your email, please provide the following information:

- Dimensions of your *packaged* art piece(s) -- length, height, and width of package
- Weight (lbs and oz)
- Name of local Post Office
- Direct phone number for local Post Office
- Teacher’s cell phone or direct phone number

Hawai‘i Island and Maui schools – email information to kehau.yap@mail.house.gov

Kaua‘i, Moloka‘i, and Lāna‘i schools – email information to auii.george@mail.house.gov

February 19, 2010 – Neighbor Island Artwork Submission

Once the above information on your packaged art is received in our office, we will return a pre-paid mailing label to you via email. Once you have received your label, mail us your artwork no later than Friday, February 19, 2010.

- For packages measuring **less than 24”x36”**, you can print out the label we email to you, cover it completely with clear tape, affix it to your packaged art piece, take it to your school’s main office where mail is normally picked up, and that’s it!
- Packages **larger than 24”x36”** must be taken to your local Post Office and mailed from there. Unfortunately, USPS does not accept pre-paid mailing labels

for the larger size packages. Please forward your receipt (keep a copy for yourself) to us via email/fax/or hard copy and a reimbursement will be issued to you.

Artwork will be mailed back to each school after the completion of the competition.

February 20, 2010- O`ahu Island Artwork Submission

After selections are made for semi-finalists, a winners list will be sent via email to all participating schools. Artwork will be prepared for exhibition by the school and then dropped off at **Leilehua High School or Moanalua High School on Saturday, February 20th from 10:00 a.m. to 12:00 noon**

March 1 – April 3, 2010

Semi-finalist art pieces will be displayed at the State Capitol Building.

March 13, 2010

Reception and announcement of finalists, State Capitol Auditorium, Honolulu, HI

Questions?

Please contact Molly Tafoya at the following numbers during regular business hours.

Toll-Free Telephone Numbers:

Hawai'i 935-3756

Kaua'i and Ni'ihau 245-1951

Maui 242-1818

Lana'i 565-7199

Moloka'i 552-0160

O'ahu 541-1986

Fax: 808-538-0233