2016 DIRECTIONS FOR DELIVERY & LABEL

1. **Artwork must be received at the McKenna Museum (see #6 for address) no later than Friday, April 15th at 4pm.**

2. **Prior to the deadline, the McKenna Museum can receive art by hand-delivery Thursday – Saturday from 11am – 4pm. If an alternate day and time are desired, please call 504.586.7432 to set up an appointment.**

3. **Artwork must be packaged (wrapped or portfolio). Please attach Label (see below) to the back of artwork and include a copy of the *STUDENT RELEASE FORM.***

4. **Artists, judges, parents, teachers and friends are all invited to the Congressional Art Competition's Exhibition & Awards Ceremony at the McKenna Museum hosted by Congressman Cedric Richmond. The ceremony will take place Wednesday, May 4th from 6:00pm – 7:30pm. All artists, except the winners, must take home artwork after the McKenna Museum event.**

5. **If artwork is mailed, include return postage, otherwise the work will not be returned. Artwork, except winners, must be picked up at McKenna Museum no later than Friday, May 6th. Please call the curator to confirm a pick up date and time.**

6. ***DELIVER* artwork to:** **Attention: Jennifer Williams, Congressional Art Competition**
   McKenna Museum
   2003 Carondelet Street (corner of St. Andrew Street)
   New Orleans, LA 70130
   Phone: 504.586.7432

7. **The *LABEL* below must be attached to the back of the artwork. Indicate with an arrow which side is the TOP of artwork.**

LABEL

MEMBER NAME-STATE-DISTRICT: **Congressman Cedric Richmond LA - 02**

TITLE OF WORK: _____ **MEDIUM:** _____

STUDENT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____**EMAIL:**_____

(Indicate with arrow which side is the TOP of art work)