



*Congresswoman Diana DeGette ♦ First Congressional District Art  
Competition*

*An Artistic Discovery ♦ Exhibit Inventory Sheet*

## How to use the Inventory Sheets and Entry Labels

This is the first year that the Congressional Arts Competition has utilized the inventory sheet and label system. This is an attempt to increase accuracy and speed when completing the display labels for the entries into the 2011 Congressional Arts Competition; *An Artistic Discovery*.

**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.

**You can complete the inventory sheets electronically and email them to Karly Malpiede at [Karly.Malpiede@mail.house.gov](mailto:Karly.Malpiede@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 1, 2011, at 5 P.M.** Artwork needs to be dropped off at the first floor gallery at the **Art Institute of Colorado at 1200 Lincoln Street between 3 P.M. and 5 P.M.**

If you have a conflict or concern with the drop off date/time, please feel free to contact my aide, Karly Malpiede at (303) 844-4988 or [Karly.Malpiede@mail.house.gov](mailto:Karly.Malpiede@mail.house.gov).

If you have any other questions or concerns please do not hesitate to contact Karly Malpiede at (303) 844-4988 or [Karly.Malpiede@mail.house.gov](mailto:Karly.Malpiede@mail.house.gov).