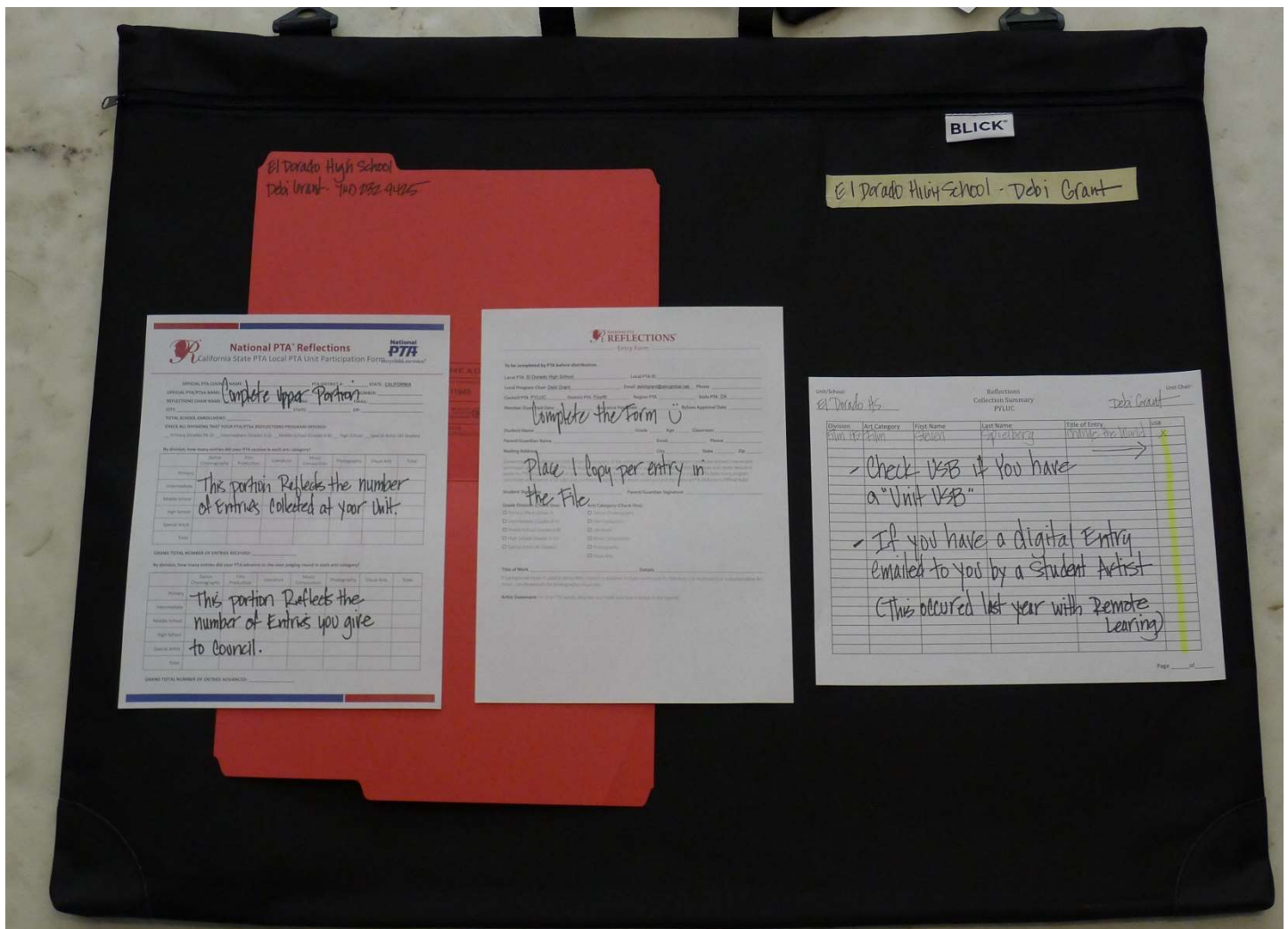


Necessary Paper Work for Council

Follow the Directions – the PDFs are available on this site

- 1) **The Unit Participation Form – 1 copy**
- 2) **The Student Entry Form – 1 copy per entry in the Unit File Folder (2 copies placed with each entry).**
- 3) **The Unit Collection Form – List the entries that are moving up to Council only. Use as many sheets as needed. If Digital Files are collected by email, they should be copied on a Unit USB and the USB box checked on the Unit Collection Form. Attach the labeled USB to the File Folder in a labeled baggie (not pictured).**
- 4) **The Unit File Folder - Place all the copies listed above, into a file folder (of ANY color) and label the tab with your Unit Name and the Chair Name with the best contact (email or phone number).**

Make sure that you have a copy of all the forms for your records!



Locate your Unit's Artist Portfolio. If you cannot find it, you will need to purchase one. Good sources are BLICK in Placentia or any Michael's. This is an approved PTA expense. The portfolio would stay with the Unit Reflections Program for use year-to-year. Purchase a portfolio that is large enough to hold the largest Visual Art's piece at 24 x 30 inches. Label the outside with masking tape – School Name and Unit Chair. The portfolio will be returned the evening of the Council Showcase. A BOX is NOT a portfolio.

Materials Needed for Preparation

Check to see if the materials are in storage before purchasing

- **A File Folder of ANY color** – The “Unit File Folder” will contain necessary paperwork for Council.
- **9 x 12 or 10 x 13 Manila Envelopes** – Buy in bulk. envelopes are needed year-by-year to contain the entries of Dance, Film, Literature, Music and 3D Visual Arts.
- **8.5 x 11 Clear Page/Sheet Protectors** – Buy in bulk. The page protectors are the envelopes that hold 2 copies of the Student Entry Forms - for every entry forwarded to Council.
- **Masking Tape** – Don’t buy the “cheap stuff” it won’t hold. Use the masking tape to tape the sheet protectors to the back of Photography and Visuals Arts.
- **Cello or Scotch Tape** – Use to tape the sheet protector to the manila envelope holding the 2 copies of Student Entry Forms for Dance, Film, Literature, Music Composition and 3D Visual Arts.
- **Sharpie Marker** – Use to label the unit art portfolio, unit file, manila envelopes, the back of a firm backing board for Photography and Visual Arts and the CD/DVD/USB Flash Drives.
- **Redi Board or Matt Board** – Redi Board can be purchased in black or white (Dollar Tree or .99 Cent Store) and can be used to back Photos and Visual Arts. A sharp blade will be needed to cut. Matt board is more expensive, but can also be used. Poster board is not firm enough, the entry needs to not flex.

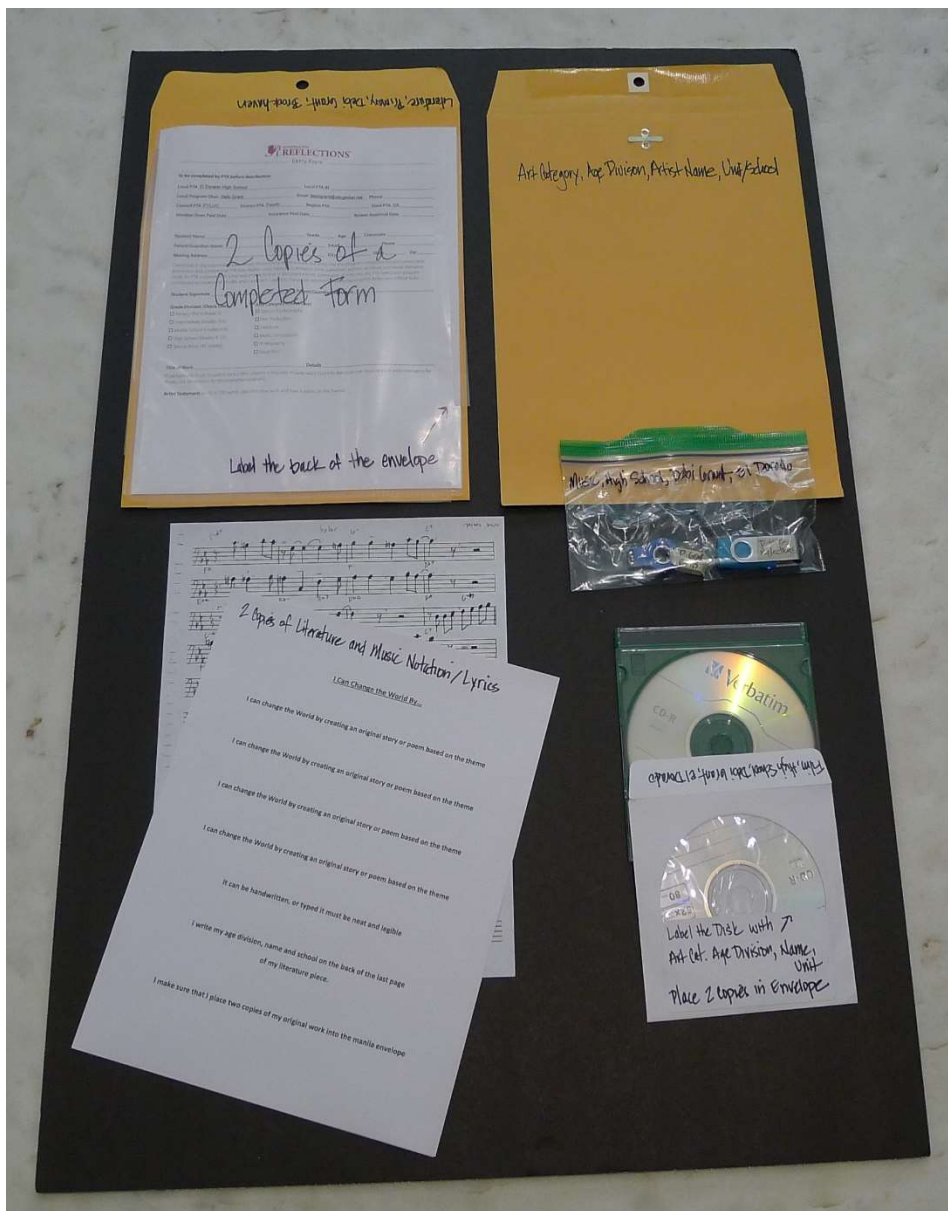


Entry Preparation for Dance, Film, Literature, Music and Visual Arts 3D

- **2 copies of the Student Entry Forms** are placed within a clear sheet protector taped with cello tape to the front of the manila envelope.
- **1 copy of the Digital Entry** is placed inside the manila envelope.

Label the entries and the back of the manila envelope of all entries:

Art Category, Age Division, Artist First and Last Name, Unit Name



The digital formats for Dance Choreography, Film Production and Music Composition are all listed in the Art Category Rules. Familiarize yourself with the formats. Do not forward an entry to Council if it's saved in the wrong format or a file won't open. Judging can't take place if the file does not open. Contact the parent if the entry needs recopying. Check file sizes and lengths as well as word count for Literature. Music Notation can be saved on the USB as a PDF – actually that is preferred. Music should only be an audio file not a video file.

Dance Choreography and Film Production:

Place 1 copy of the digital file on a separate USB flash drive or DVD or Blue Ray/ DVD disk.

Use a Sharpie to label the disk with Art Category, Age Division, Name and Unit. Place in a labeled gem box or envelope.

Label the USB with Name and Unit and place in a labeled baggie.

Music Composition:

For Middle School and High School, place 2 hard copies of the music notation/reflective statement in the manila envelope or a PDF is acceptable on a USB.

If there are lyrics, it's recommended to place 2 copies in the envelope.

Place 1 copy of the audio files (burn file to CD as a data file) in CD's or USB Flash Drive and label as described in Dance and Film.

Literature:

Place two copies of the entry in the manila envelope.

Number the pages and label the back of the entry with Art Category, Age Division, Artist Name, Unit. Don't use a pen that will bleed.

Photography and Visual Arts

- **Both Photography and Visual Arts are required to be backed on a firm backing board.** An entry that flexes can be damaged in the process of judging, storing and exhibition.
- **Entries can be matted by the artist or Unit Chair.** The matt color should be complimentary, not distracting to the entry.
- **Do not accept framed entries** – have the artist remove the entry from the framing.
- **Masking tape is used to tape the clear sheet protector to the back of the entry (on 3 sides).**
- **Place 2 copies of the Student Entry Form in the taped clear sheet protector.**
- **Label the back of the entry:** Art Category, Age Division, Artist Name, Unit. Do not turn in an entry that is not labeled. Student Entry Forms and entries can separate (rarely).
- **If you receive a CD/USB with the art image, label and place in the sheet protector with the Student Entry Forms.**

The White Canvas is an example of how to use masking tape and a firm backing board (okay to use poster board this time) to create a new firm back to attach the Student Entry Form. Cut the board smaller than the entry and use the masking tape to tape down all 4 sides to the wood frame of the canvas. Attach the Student Form as directed above.

If you have a very small entry, you can cut the sheet protector in half and fold the Student Entry Form in half and tape to the back of the entry. If the piece is very small, you may want to mount it on a larger backing board.



If an entry is turned in within a large bag, or Photo sleeve, label them with the student's name.

Council will wrap to protect the entries moving up to the Fourth District.

Be careful with a pastel chalk or charcoal entry, the medium will transfer to other entries. Request that the entry be sprayed with a matt spray to seal or provide a bag.

3D Visual Arts Preparation

Visual Arts has this wonderful subset that includes 3D art. Familiarize yourself with the options from ceramics to sewing, to jewelry and kite building

- **Judging of the 3D entry is done through photographs as opposed to the actual piece.** Physical 3D entries can be fragile in judging, storage and exhibition.
- **If an entry moves up to the Fourth District level of competition,** the student artist might be asked to deliver the physical entry to the exhibit. For the Spring PYLUC Showcase, the artist (parent/guardian] will be asked to deliver the physical entry to the PDA, the day of set up, (as well as take home that evening once the show is completed).

Preparation:

- **Check off the Visual Arts Category on the Student Entry Form.**
- **The entry needs to be photographed from 3 different angles,** and the images copied on a labeled CD or USB Flash drive (provide 1 copy), 3 photographs can be accepted.
- **Place the 1 copy of the Disk/USB flash drive or 3 photos in a labeled manila envelope.** Include 2 copies of the Student Entry Form in the cello taped sheet protector (as described for Dance, Film, Literature and Music). Label the back of the manila envelope as Visual Arts, Age Division, Artist Name, Unit Name.

