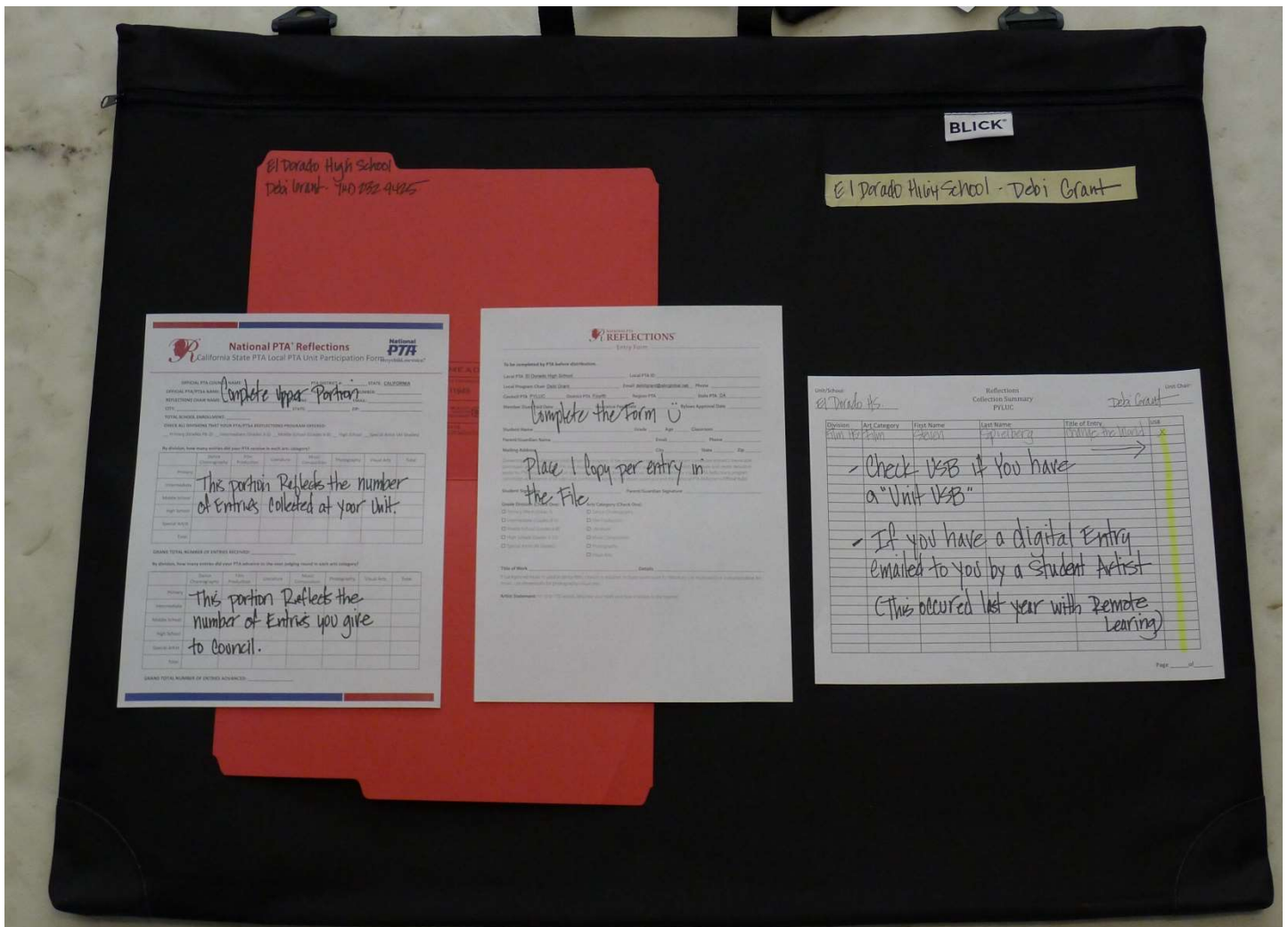


Necessary Paperwork for Council *Keep a copy of all forms for your records*

- 1) **The Unit Participation Form** – 1 copy - the top section reflects the amount of entries collected at your school, the bottom section lists the number of entries moving up to the Council.
- 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).

The Unit File Folder - Place all the copies listed into a file folder (of any color). Label the tab with your Unit Name, Chair Name and the Best Contact (email or phone number). Attach the Unit Flash Drive (in a labeled baggie) to the File (Not Shown).



Locate your Unit's Portfolio. If you cannot find it, you will need to purchase one. A Box is not a Portfolio. Good sources are BLICK in Placentia or any Michael's. This is an approved PTA expense. The Portfolio stays 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 - Unit Chairs or another rep. will fill their portfolios with their Entries at 7:30 p.m. and take them home that night.

Materials Needed for Preparation

Check to see if any materials are stored at your school before purchasing

- **A File Folder of ANY color** – The “Unit File Folder” will contain necessary paperwork for Council.
- **9 x 12 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. Tape the sheet protectors to the back of Photography and Visual Arts. Tape 3 sides, leave the top open to slide in the Student Entry Forms.
- **Cello or Scotch Tape** – Tape the sheet protector to the manila envelope (on 3 sides) holding the 2 copies of Student Entry Forms for Dance, Film, Literature, Music Composition and 3D Visual Arts.
- **Sharpie Marker** – 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's and USB Flash Drives. **DO NOT** label the back of Literature - it will bleed through.
- **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, poster board is not firm enough, the entry needs to not flex.
- **Don't Mount the Artistic Statement on the front of the backing board - It will be removed.**

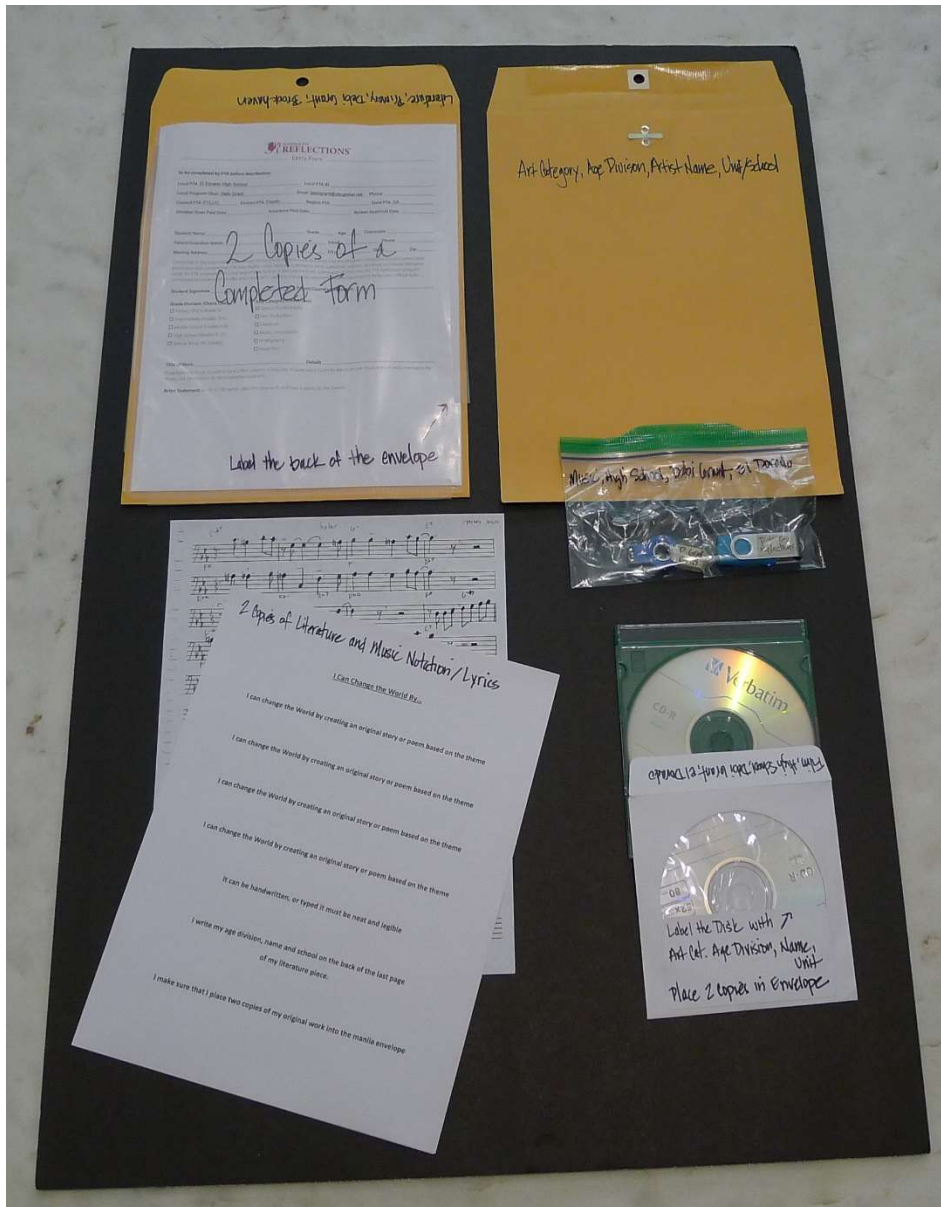


Entry Preparation for Dance, Film, Literature and Music

The magic number is 2!

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

This is how ALL Entries and their packaging should be labeled:
Art Category, Age Division, Artist First and Last Name, Unit Name



Dance Choreography and Film Production:

Place 2 copies of the digital files on 2 separate USB flash drives or DVD or Blue Ray/ DVD disks.

Use a Sharpie to label the disks 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.

Literature:

Check the word count. Place two copies of the entry in the manila envelope.

Label the back of the entry pages, with a label or pencil - NO PEN it will bleed through.

Music Composition:

For Middle School and High School, place 2 copies of the music notation in the manila envelope - label.

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

Audio files only (burn file to CD as a data file) in CD's or USB Flash Drives and label as described in Dance and Film.

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 it's too long. If the file does not open, judging can't take place. Contact the parent if the Entry needs copying. If you receive an entry by email, check format etc. copy the file 2x, label file with student name, art category and copy to the Unit USB. Place a Student Form in a labeled manila envelope, note the entry files are on the Unit USB and check off on the Council Collection Form.

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. Entries do not need to be matted.
- **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.
- **If you receive a CD with the art image, label and place in the sheet protector with the Student Entry Forms.**

Use the masking tape to adhere the sheet protector to the entry, place the 2 copies of the Student Entry Form in the protector, so it can be read without removing. Label the Entry on the back as shown.

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.



Check the sizes of the artwork and photographs to insure proper sizing.

You may ask a parent to enlarge a small photo for better impact.

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 to protect other artwork.

3D Visual Arts Preparation

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

- If a Visual Arts piece extends out from the backing board it is considered a 3D Entry.
- 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.
- The 3D entry needs to be stored safely, the artist's parent/guardian or Unit Chair will be asked to deliver and pick up the entry for the 4th District Gallery (If it moves up to 4th District) and the PYLUC Showcase.

Preparation:

- Check off the Visual Arts Category on the Student Entry Form.
- The entry needs to be photographed from 3 different angles, and the 3 images can be printed photographs or copied on labeled CD's or USB Flash drives (provide 2 copies).
- Place the 2 copies of CD'S/USB Flashdrives 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.

