**Sponsor Checklist**

* + - November – Review 2025 Manual for updated categories and changes.
    - November – Email fcaafinearts@yahoo.com with spring break dates.
    - December – Choose selections for music/speech approvals.
    - January 1-31 – Submit songs/speeches/puppet shows/etc. for approval.

**After this date, only music on the APPROVED list or published speeches may be used.**

* + - January – March – Prepare Registration Form for email registration:

1. Part 1 – Alphabetical Student List
2. Part 2 – Categorical Student List
3. Part 3 – Chaperone List
4. Photo Release Form
   * + January – March 1 – Submit forms early for the Early Registration discount. All

checks must be postmarked by March 1 to receive the discount.

* + - March (date to be announced) – Creative Writing and Academic Testing – Print

tests for up to 5 students, print writing prompts for up to 5 students. Details will be emailed to you with the tests and writing prompts. After testing, mail completed tests/stories and applicable Judging Forms to Mrs. Stewart.

* + - March 28 – FINAL Registration Deadline – all checks and forms should be

emailed/mailed by March 28.

* + - March 28 – FINAL T-Shirt Order Deadline – all order forms and checks should be

emailed/mailed by March 28.

* + - March 28 – FINAL day to ADD students – after this date, new students cannot be

added to compete. If any students DROP from the competition, please let Miss

Joy know as soon as possible.

* + - April – Remind parents and students of the dress code requirements.
    - Before Competition - prepare performance packets for each student entry:

1. **Music Entries** – Must include the following:

Bible Linkage Form

Three Judging Forms with student or choir information

Original copy of arrangement (with notations showing deviation from the music if necessary) or printed usage permission slip

Three copies of arrangement for Judges

Music Approval Email (if necessary)

Refer to Music General Rules for other important rules

1. **Visual Art Entries** – Must include the following:

Bible Linkage Form

Label on the back of the entry with the student’s name, school, grade, project title, and category

Three Judging Forms filled out with student and project information

Completed Idea Statement with signed “Statement of Originality”

1. **Science Fair Entries** - Must include the following:

Bible Linkage Form

Three Judging Forms

Scientific Journal

1. **Speech Entries** - Must include the following:

Bible Linkage Form

Three Judging Forms

Three copies of piece for Judges

Speech Approval Email (if necessary)

Outlines – as required for specific categories

* + - May 1-2 – FCAA FINE ARTS COMPETITION – Relax & Enjoy!