

REFLECTIONS SUBMISSION CHECKLIST

ALL ENTRIES

- Student entry forms are completed and signed.
- Local PTA information is completely filled out.
- Original signed student entry forms are attached to each entry.
- Title and artist statement (100 words or less) is completed.
- All advancing entries have been submitted through the online process.
- A hard copy of local PTA/council participation form is included with entries.

LOCAL UNITS IN COUNCILS

- Entries are delivered or shipped to your council Reflections chair by the council deadline.
- Entries are packaged appropriately.
- Packages are labelled with local PTA name, Reflections chair name, and local PTA number.
- Entries meet category specific requirements. **DO NOT** move forward entries that will be disqualified.
- Remove stickers, labels, Velcro, etc. from entries before forwarding.

COUNCILS AND NON-COUNCIL LOCAL UNITS

- Entries are shipped directly to Washington State PTA.
- Refer to Section 7 of the Reflections Guide "Judging & Advancing Entries" for submission limits.
- COUNCILS ONLY:** All advancing entries must be advanced through the online system.
- Entries are packaged appropriately. No packing peanuts.
- Packages are labelled with: local PTA/council name, Reflections chair name, and local PTA/council number.
- Entries meet category specific requirements. **DO NOT** move forward entries that will be disqualified.
- Remove stickers, labels, Velcro, etc. from entries before forwarding.
- All entries sent to WSPTA must be postmarked no later than **Tuesday, January 20, 2015**.
- When shipping, we recommend that you ship with a company that offers online tracking capabilities, in case the shipment is delayed or gets lost.
- Ship entries to: **WSPTA Reflections, Attn: Marion Gillins, 3900 Broadway, Everett, WA 98201**

VISUAL ARTS ENTRIES

- Entries may be created on paper, canvas board, cardboard, hot or cold pressboard, or cut canvas.
- Art may not exceed 24 inches by 30 inches, including a mat, or exceed 3/8 inch in thickness.
- Nothing three-dimensional (noodles, beans, beads, etc.) may extend off the surface of a work.
- Entries should be mounted on foam core, sturdy cardboard, mat board, or some other sturdy material.
- NO** wood, metal, plastic, glass frames, or framed canvas.
- Label back of entries with student name, title of artwork, category, division, PTA name and unit number.
- Mark proper orientation on back of entry.
- Original signed and completed student entry forms should be securely affixed to the back of artwork in a sheet protector or plastic sleeve. **DO NOT** use resealable bags (i.e. Ziplocs).
- Protect entries with transparent cellophane wrap or sleeve designed for artwork. **DO NOT** laminate or use plastic food wrap. Shrinkwrap is not recommended.

PHOTOGRAPHY ENTRIES

- Art may not exceed 11 inches by 14 inches, including a mat, or exceed 3/8 inch in thickness.
- Entries with added graphics over the image, including lettering, are not accepted as photography.
- Entries should be mounted on foam core, sturdy cardboard, mat board, or some other sturdy material.
- NO** framed photos are accepted.
- Label back of entries with student name, title of artwork, category, division, PTA name and unit number.
- Mark proper orientation on back of entry.
- Original signed and completed student entry forms should be securely affixed to the back of artwork in a sheet protector or plastic sleeve. **DO NOT** use resealable bags (i.e. Ziplocs).
- Protect entries with transparent cellophane wrap or sleeve designed for artwork. **DO NOT** laminate or use plastic food wrap. Shrinkwrap is not recommended, if used the student entry form **MUST** be attached outside of the wrap.

LITERATURE ENTRIES

- Submit the original, typed or handwritten literature document and one copy in a recloseable manila envelope.
- Entries must be on 8.5 inch by 11 inch paper, be single sided, and include page numbers (if applicable).
- Entries must not exceed 2,000 words.
- Mounted or bound entries are not accepted.
- Label back (or last page) of entries with student name, artwork title, category, division, PTA name and unit number.
- Original signed and completed student entry forms should be securely affixed to the front of the recloseable manila envelope in a sheet protector or plastic sleeve. **DO NOT** use resealable bags (i.e. Ziplocs).

MUSIC COMPOSITION ENTRIES

- Accepted audio file formats include: MP3, MP4, WMA, WAV, ACC (M4A), and FLAC.
- Audio recording must not exceed five (5) minutes in length and 1GB (one gigabyte) in file size.
- Submit two (2) CD recordings of the composition in a recloseable manila envelope.
- Submit two (2) copies of music scores and lyrics (if required) typed or handwritten in same recloseable manila envelope.
- Label CDs with student name, title of artwork, category, division, PTA name and unit number.
- Original signed and completed student entry forms should be securely affixed to the front of the recloseable manila envelope in a sheet protector or plastic sleeve. **DO NOT** use resealable bags (i.e. Ziplocs).

DANCE CHOREOGRAPHY & FILM PRODUCTION ENTRIES

- Accepted video file formats include: AVI, MOV, MPG, MPEG, WMV, or FLV.
- Video file must not exceed five (5) minutes in length and 1GB (one gigabyte) in file size.
- Use of background music must be cited on the student entry form.
- Each entry must be the original work of one student only.
- Submit two (2) DVDs with the recorded performance saved as a **FILE** and **NOT** a movie in a recloseable manila envelope.
- Label DVDs with student name, title of artwork, category, division, PTA name and unit number.
- Original signed and completed student entry forms should be securely affixed to the front of the recloseable manila envelope in a sheet protector or plastic sleeve. **DO NOT** use resealable bags (i.e. Ziplocs).

WHERE TO GO FOR HELP

Local: Your council Reflections chair (if applicable) or your region programs chair (contact your PTA President)

State: State Reflections Chair Marion Gillins – reflections@wastatepta.org
State Programs Chair Michelle Nims – ptaprogridir@wastatepta.org