

# 2010–2011 PTA Reflections Program

## “Together We Can”

### Reflections Chair Checklist

This checklist is for Reflections Chairs to use in preparing your Reflections Program packet for submission to the next level of judging. Please keep a copy of this list for your records.

**If your packet is not complete, it will be disqualified.**

- Confirmed that you are a PTA/PTSA in good standing.

#### Forms

**Student Entry Forms completely filled out, including:**

- PTA ID number (found on your membership card)
- Reflections Chair and PTA contact information
- Original signatures of student and, if student is under 18, parent/guardian
- Required Artist Statement
- All required information filled out by student (see “Required Information” section on Student Entry form)

**\*\*Student Entry Forms that are missing information or are not complete-do not move on to the next level of judging**

- Appropriate PTA Participation Form completely filled out. This form **MUST** be submitted to the next level of judging.

#### Copies

- Made copies of Student Entry Forms (including attached artist statements) for PTA files

#### Literature Entries

- Student's name written clearly on the back of each page, or if a picture book, the student's name included somewhere on the entry
- One original and two copies of each entry provided
- Each entry in a manila file folder with the Student Entry Form stapled to the back of the folder, or each entry placed in a clear sheet protector

#### Musical Composition Entries

- Each CD packed in a plastic or cardboard container
- CD and container both identified with the student's name, grade division, state, and year)
- CD placed in a manila envelope
- Scores included for middle/junior and senior entries, with student's name written clearly on the back of each page
- Student Entry Form in a clear sheet protector attached to the outside of each envelope

### Dance Choreography Entries

- Required Artist Statement recorded at beginning of the recording**
- Each CD or DVD packed in a plastic or cardboard container
- CD/DVD and container both identified with the student's name, grade division, state, and year
- CD/DVD placed in a manila envelope
- Student Entry Form in a clear sheet protector attached to the outside of each envelope

### Film Production Entries

- Each CD or DVD packed in a plastic or cardboard container
- CD/DVD and container both identified with the student's name, grade division, state, and year
- CD/DVD placed in a manila envelope
- Student Entry Form in a clear sheet protector attached to the outside of each envelope

### Photography Entries

- Every Piece wrapped in Plastic Wrap/Plastic Film. **\*\*State Requirement\*\***
- Student Entry Form **in a clear sheet protector** attached to the back of the artwork with masking tape **ONTOP** of Plastic Wrap/Plastic Film

### Visual Arts Entries

- Every Piece wrapped in Plastic Wrap/Plastic Film. **\*\*State Requirement\*\***
- Student Entry Form **in a clear sheet protector** attached to the back of the artwork with masking tape **ONTOP** of Plastic Wrap/Plastic Film

Met deadline: \_\_\_\_\_

Packet sent by: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Reflections Chairs: This is for your use in preparing your Reflections entries for the next level of judging. You DO NOT need to submit it with your entries. Please keep it with your records.**