



STUDENT, LOCAL, COUNCIL, DISTRICT & REGION SUBMISSION CHECKLIST

Entries that do not meet checklist requirements will be disqualified at the state level judging.

Dance Choreography, Film Production, and Music Composition Entries:

- Student's name, school's name, or artist statement should not be included on/in student's performance/media recordings. This ensures judging is completely blind for all participants.
- Student entry form must be signed by **both** artist and parent/guardian.
- Artist statement is included (at least 10 words, but no more than 100 words.)
- Label disc or USB drive (media) containing the performance with student's name.
- Place all items for each entry into a gallon sized zip lock bag. (Entry forms may be folded in half – do not cut form in half – make sure the bag is closed to prevent your media from becoming lost during transportation.)
- For music entries – include notation if provided. (Notation is required for all middle school & high school age divisions.) Label the back bottom left corner with the student's name, local PTA name, & page ___ of ___ on each page. (Example: 1 of 2)

Literature Entries:

- Do not include writer's name on the front side of literature piece.
- Include the original literature entry and 2 additional copies (for judging purposes.)
- Label the back bottom left corner with the student's name, local PTA name, and page ___ of ___ on each page. (Example: 1 of 3) **Include word count on final page.**
- Student entry form must be signed by **both** artist and parent/guardian.
- Artist statement is included (at least 10 words, but no more than 100 words.)
- Place all items for each individual entry in a sheet protector with the entry form facing out the back. **Entries may not exceed 2,000-word count.**

Photography Entries:

- Photos must be no smaller than **5X7**. (Please include matting on this size for display purposes.) Entries must be a single photo – photo collages will be disqualified.
- Photos must be not larger than **8X10**. (Photo with matting may not exceed **11X14** inches.)
- Do not write on the matting. The piece will be disqualified by National PTA rules.
- Photos may not be framed.
- Label the back bottom left corner with the student's name and local PTA name.
- Cover photo with plastic covering or art protection sleeve. (No plastic wrap.) Attach student entry form in a sheet protector on back outside of plastic covering.
- Student entry form must be signed by **both** artist & parent/guardian.
- Artist statement is included (at least 10 words, but no more than 100 words.)

Visual Arts Entries:

- 2D artwork (Example: drawing, painting, photo collages) must be at least 8x10 and may not exceed **18X24** inches including any matting.
- 3D artwork (Example: sculpture, ceramics, dioramas) must include 3 to 4 photos from different angles of the entry and fit into a 9X11.5X17.5 copy paper sized box or smaller. (Please include protective packing material for transportation.)
- Artist should **not** sign their name on the artwork itself (for judging purposes.)
- Artwork **may not** contain copyrighted material. (Example: licenced superheroes, cartoon characters)
- Artwork **may not** be framed.
- Label 2D artwork on back bottom left corner with the student's name and local PTA name.
- Label 3D artwork by including a tag with student's name and local PTA name.
- 2D artwork: cover with plastic covering or art protection sleeve. (No saran wrap.) Attach student entry form in a sheet protector on back outside of plastic covering.
- 3D artwork: should include student entry form in a sheet protector with the entry inside the transportation box.
- Student entry form must be signed by **both** artist & parent/guardian.
- Artist statement is included (at least 10 words, but no more than 100 words.)