



## ILLINOIS PTA REFLECTIONS STUDENT, LOCAL, COUNCIL & REGION SUBMISSION CHECKLIST

Please review this checklist carefully so that no student entry is turned away at the state level.  
Entries not meeting checklist requirements may be disqualified at state level judging.

### All Entries Must Include:

- Student entry form signed by **both** artist and parent/guardian. Typed signatures accepted.
- Artist statement (at least 10 words, but absolutely no more than 100 words)
- Required information on Details line of Student Entry Form (see entry requirements by category below)

### Dance Choreography, Film Production, and Music Composition Entries:

- Student's name, school's name, or artist statement **should not be included** in student's performance/media recordings. This ensures judging is completely blind for all participants.
- Background music for Dance and Film entries must be cited on the entry form in Details: song title(s) and performer(s). Include names of dancers, actors and/or musicians in your dance, film or music entry.
- Label media file containing the performance with student's name, grade, entry title, and local PTA 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) Make sure the bag is closed to prevent media from becoming lost during transportation.
- Music entries – include notation, if provided. (Notation or written reflective statement required for middle school & high school entries) Label the **back bottom left corner** with student's name, grade, entry title, local PTA name, & page \_\_\_ of \_\_\_ on each page. (Example: 1 of 2)

### Literature Entries:

- Entries may be up to 2,000-word count. Include word count on final page and in entry form Details.
- Student's name, school's name, or artist statement **should not be included** on the front side of the literature piece. This ensures judging is completely blind for all participants.
- Include the original literature entry and 2 additional copies (for judging purposes.) **Including a digital PDF file of your submission is helpful for state level judging.**
- Label the **back bottom left corner** with student's name, grade, entry title, local PTA name and page \_\_\_ of \_\_\_ on each page. (Example: 1 of 3)
- Place all items for each individual entry in a sheet protector with the entry form facing out the back.

### Photography Entries:

- Entries must be a single photo – photo collages will be disqualified from photography category.
- Photos must be no smaller than 3 x 5 (Please include matting on 3 X 5 and 5 X 7 for display purposes.) Photos may be no larger than 8 x 10. (entry with matting may not exceed 11 x 14 inches.)
- Do not write on the matting. No framed photos.
- Label the **back bottom left corner** with student's name, grade, entry title and local PTA name.
- Cover photo with cellophane (recommended) or art protection sleeve. (No grocery plastic wrap.)  
**Including a jpg or png digital image of artwork with your submission is helpful for state level judging.**
- Attach student entry form in a sheet protector on back outside of plastic covering.

### Visual Arts Entries:

- Carefully follow category guidelines regarding **copyrighted material restrictions** to prevent disqualification. (Example: no licensed superheroes, cartoon characters, etc.)
- List the art medium/media used (such as watercolor, etching, collage, sculpture) and 2D/3D artwork dimensions (with and without mat) on entry form in Details.
- Artist should not sign their name on the front of the artwork itself (for judging purposes.)
- 2D artwork (Examples: drawing, etching, painting, photo collages, etc.) must be at least 8 x 10 but may not exceed 18 x 24 inches, including any matting. Artwork should not be framed.
- Label 2D artwork on **back bottom left corner** with student's name, grade, entry title and local PTA name.
- 2D: Including a jpg or png digital image of artwork with your submission is helpful for state level judging.** It is strongly recommended that you take a snapshot or two of the 2D artwork prior to covering for best quality picture.
- 2D artwork: cover with cellophane (recommended) or art protection sleeve. (No grocery plastic wrap)
- 2D artwork: Attach student entry form in a sheet protector on back outside of plastic covering.
- 3D artwork (Example: sculpture, ceramics, dioramas) must include 3 to 4 photos from different angles of the entry and fit into a 10 x 12 x 18 copy paper sized box or smaller.  
(Please include protective packing material for transportation.)
- 3D artwork: Include a removable tag with student's name, grade, entry title and local PTA name, inside the transport box.
- 3D artwork: Include student entry form in a sheet protector, along with entry, inside the transport box.

Questions? Contact [Reflections@IllinoisPTA.org](mailto:Reflections@IllinoisPTA.org)