Guidance for Filling Out the Student Entry Form

Council and State are filled in for you.

Local PTA chair must fill out information at the top of the form. We recommend that local chairs fill out as much of this portion of the form as possible before duplicating for distribution to students. Good standing information will have to be completed later for the entries that come forward to Council.

Make sure student and parent information is legible and complete. Please ensure that this information is accurate since winners are notified using this data.

Both student and parent must sign student entry form unless student is 18 or older.

Note that the form has been redesigned to allow information for judges to be at the bottom of the form. This new design facilitates blind judging.

Make sure grade division and arts category are checked appropriately.

STUDENT MUST INCLUDE TITLE AND ARTIST'S STATEMENT ON THE ENTRY FORM.

We strongly recommend that the student not use the theme as the title.

On the lines for artwork details, the following is required:

Dance – credit music (with title, composer, performer, and lyricist)

Film – camera used, editing software, credit music (with title, composer, performer, and lyricist), list of those appearing in film

Literature – word count of composition

Music – list of those performing the piece, list of instruments used, music composition software (if any)

Photography – camera used, kind of process to prepare photo, location and date of shot, dimensions of picture (up to 8 x 10), dimensions with matting (up to 11 x 14)

Visual Arts – describe medium used, dimensions of artwork, dimensions with matting (2D only)

Encourage the student to be creative in the artist's statement and be persuasive about why the work relates to the theme

Advice on Each Arts Area:

- **Dance:** Pay close attention to sound levels on the recording and the stability and focus of the camera. Students must NOT present the artist's statement at the beginning of the recording.

- **Film:** Pay close attention to sound levels on the recording and the stability and focus of the camera. THE STUDENT MUST BE THE ONLY CAMERA OPERATOR. If a tripod is used, only the student submitting the entry may make adjustments to the camera (We do allow entries where an assistant holds the camera as still as possible and makes no adjustments -- acting as a tripod.). Many entries have been disqualified because it was obvious that a parent or assistant was adjusting the camera. Students must NOT present the artist's statement at the beginning of the recording.

- **Literature:** Submit the original and two copies if hand-written. If the entry was produced on a computer, include three printed copies and an electronic copy of the work on CD/DVD/flash drive.

- **Music:** Pay close attention to sound levels on the recording. Notation is required for middle and high school entries. Entries may not include any imported MIDI or other source files or use algorithmic composition software (rhythm or beat boxes). The student must be the author of both the music and lyrics (if any) submitted. Students must NOT present the artist's statement at the beginning of the recording.

- **Photography:** Take high-resolution pictures and enlarge to 8 x 10 where possible. Remember that the limit on size is 8 x 10 for the photo and 11 x 14 including matting. Collages will not be judged as photos but will be judged as visual arts. DO NOT AFFIX THE ENTRY FORM DIRECTLY TO THE PHOTO.

- **Visual Art:** This includes both 2D and 3D art. The size limit for 2D art is 24 x 30 including any mat but there is no thickness restriction. Protect the artwork but DO NOT shrink-wrap. DO NOT AFFIX THE ENTRY FORM DIRECTLY TO THE ART. 3D artwork must be able to be moved for display purposes. 3D art must include packaging materials and 3 photos of the entry (a combination of angles) for judging, ID and exhibition purposes. Entries that require assembling or repairing after transporting will be disqualified.

Tips for success in the Reflections Program:

The following tips are provided to assist in assuring that Harford students are best prepared to submit winning Reflections entries. Please contact the HCCPTA if you have any questions:

- **GENERAL:** For each arts category specifics of the process used to produce the work must be described on the student entry form. Make certain that music is credited where used. Only literature entries do not require any process information on the entry form but word count is required. Both the student and parent (unless student is 18 or older) must sign the entry form. The detailed instructions for each arts area list specific formatting and packaging requirements.
- **LOCAL PTA CHAIRS:** The local PTA must complete the information in the top portion of the entry form. Protect all artwork submitted to HCCPTA but do not shrink-wrap.
- **JUDGING AT HCCPTA:** Please remind students that the theme is "Within Reach". While it is important to encourage students to submit the best work they can, interpreting the theme in a unique and creative way is the most important judging criterion.