



WSPTA REFLECTIONS HELPFUL HINTS AND COMMON DISQUALIFICATIONS

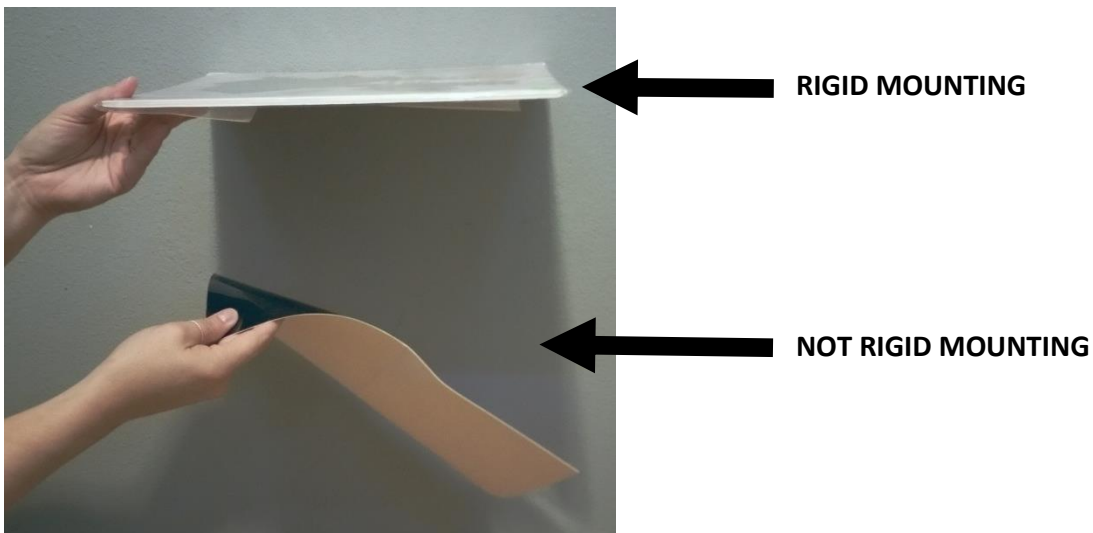
At the WSPTA level, we prefer to avoid disqualifying entries. In order to give every student the best chance of success, we have compiled a list of helpful hints and common disqualifications for our local PTAs and councils to consider. While we do our best to protect all entries, once they leave your hands they are handled numerous times. We process over 1,000 entries at the state level each year. They are stacked and sorted, moved, displayed, possibly exposed to inclement weather, and loaded and unloaded.

HELPFUL HINTS:

- Compare all entries to the Reflections Submission Checklist.
- The student entry form **MUST** be complete, including all PTA information, all student information, title, artist statement (10-100 words), parent **AND** student signature.
- Place the original signed and completed student entry form in a sheet protector/plastic sleeve on the **OUTSIDE** of the wrapping or manila envelope. The form needs to be accessible!
- Encourage students ***NOT*** to write their name on the front of visual arts, photography, and literature entries. The same is true for film, music, and dance entries that have student names shown in the electronic file. It makes it impossible to have a truly “blind judging” where nothing personal can impact the score. Instead, please label the back of their artwork/last page of literature/USB or CD or DVD with their name, artwork title, category, division, and PTA name and unit number.
- Mount all visual arts and photography on rigid backing. This protects your entries (and the entries around it) from damage. If the entry bends when you hold it by the corner, it is not rigid (see picture below). Large entries created directly on mat board are often not sturdy enough for display. Test each piece!

Rigid mounting examples:

- Foam core
- Pressboard
- Canvas board
- Cardboard (solid piece, no seams or folds)



- After mounting on rigid backing, make sure to wrap entries securely with cellophane wrap or art sleeves. This protects your entries (and the entries around it) from damage. While this is not required, it is strongly encouraged.
- Mark the orientation on the back of visual art and photography entries to make sure that they are displayed and judged properly.
- Literature should be single sided, not be mounted or bound (includes NO STAPLES), and include page numbers if applicable.
- Use re-closeable manila envelopes (they will be opened and closed many times) for literature, music composition, dance choreography, and film production. The student entry form should be in a sheet protector/plastic sleeve on the **OUTSIDE** of the re-closeable manila envelope. Do not put the literature, CD, or DVDs in anything with an open top, as things get lost.
- Use USB drives if at all possible. This ensures that the files are there, the right file type, and easy to access. CDs and DVDs can often be submitted with the wrong file type.
- Remove stickers, labels, Velcro, signage, etc. used during your local PTA or council events.
- **NOTE: Literature, USBs, CDs, and DVDs will not be returned!**

COMMON DISQUALIFICATIONS:

- Entries not in the online system.
- Entries received after the deadline. We will not accept these entries.
- Missing or incomplete student entry form. This includes title, artist statement, parent signature, and PTA information.
- Artist statement under 10 words or over 100 words, or missing artist statement. When entering an artist statement into the online system, do NOT type “See attached”.
- Visual Arts over the size limit (24x30) or over 1/2” thickness limit.
- Photography over the size limit (11x14 mounted) or over 1/2’ thickness limit
- Framed artwork – artwork on framed canvas – artwork on or framed with glass.
- Visual arts and photography not on rigid mounting. Improper mounting examples:
 - Paper
 - Construction paper
 - Cardstock
 - Posterboard
 - Scrapbooking paper
 - No mounting at all
- Entries entered in wrong category – i.e. lettering on photography – should be visual arts not photography.
- Literature over the word count (2,000 words).
- Literature that is mounted or bound – including NO STAPLES.
- Music composition, dance choreography, and film production:
 - Incorrect file type
 - File size over 1GB
 - Entry is over time limit (5 minutes)
 - Entry cannot be played
 - Entry saved as DVD or CD instead of correct file type

If you have any questions about eligibility, please contact WSPTA Reflections Chair – reflections@wastatepta.org before advancing entries.