

## WSPTA REFLECTIONS SUBMISSION CHECKLIST

### ALL ENTRIES

- Student entry forms are completed and signed.
- Local PTA information is completely filled out.
- Original signed student entry forms are attached to each entry outside any wrapping.
- Title and artist statement (100 words or less) is completed. When entering online, do NOT type "See Attached".
- All advancing entries **MUST** be submitted through the online process.
- A hard copy of local PTA/council participation form is included with entries.

### LOCAL PTAs IN COUNCILS

- Entries are delivered or shipped to your council Reflections chair by the council deadline.
- Entries are packaged appropriately.
- Packages are labelled with local PTA name, Reflections chair name, and local PTA number.
- Entries meet category specific requirements. **DO NOT** move forward entries that will be disqualified.
- Remove stickers, labels, Velcro, etc. from entries before forwarding.

### COUNCILS AND NON-COUNCIL LOCAL PTAs

- Entries are shipped directly to Washington State PTA (see Key Reflections Program Information for shipping address).
- Refer to the Key Reflections Program Information and/or the Reflections Handbook (Identify Advancing Entries section) for submission limits.
- Consider including a CD/DVD/USB drive of all electronic entries (Film, Music, and Dance)
- COUNCILS ONLY:** All advancing entries must be advanced through the online system.
- Entries are packaged appropriately. No packing peanuts.
- Packages are labelled with: local PTA/council name, Reflections chair name, and local PTA/council number.
- Entries meet category specific requirements. **DO NOT** move forward entries that will be disqualified.
- Remove stickers, labels, Velcro, etc. from entries before forwarding.
- All entries sent to WSPTA must be postmarked no later than **January 20, 2017**.
- When shipping, we recommend that you ship with a company that offers online tracking capabilities, in case the shipment is delayed or gets lost.
- Ship entries to: **Washington State PTA, Attn: Reflections, 1304 South Fawcett Ave., #300, Tacoma, WA 98402**

### VISUAL ARTS ENTRIES

- Entries may be created on paper, canvas board, cardboard, hot or cold pressboard, or cut canvas.
- Art may not exceed 18 inches by 24 inches, including a mat, or exceed 3/8 inch in thickness.
- Nothing three-dimensional (fabric, string, noodles, beans, beads, etc.) may move freely off the surface of a work.
- Entries should be mounted on foam core, sturdy cardboard, mat board, or some other rigid material.
- NO** wood, metal, plastic, glass, or framed canvas.
- Label back of entries with student name, title of artwork, category, division, PTA name and PTA ID number.
- Mark proper orientation on back of entry.
- Original signed and completed student entry forms must be securely affixed to the back of entry in a sheet protector or plastic sleeve, outside any wrapping. Form must be accessible. **DO NOT** use resealable bags (i.e. Ziplocs).
- Protect entries with transparent cellophane wrap or sleeve designed for artwork. **DO NOT** laminate or use plastic food wrap. Shrinkwrap is not recommended, if used the student entry form **MUST** be attached outside of wrap.

### PHOTOGRAPHY ENTRIES

- Art may not exceed 18 inches by 24 inches, including a mat, or exceed 3/8 inch in thickness.
- Check Visual Arts vs. Photography: Art with added graphics/lettering over the image must be entered as Visual Arts.
- Entries should be mounted on foam core, sturdy cardboard, mat board, or some other rigid material.
- Label back of entries with student name, title of artwork, category, division, PTA name and PTA ID number.
- Mark proper orientation on back of entry.
- Original signed and completed student entry forms must be securely affixed to the back of entry in a sheet protector or plastic sleeve, outside any wrapping. Form must be accessible. **DO NOT** use resealable bags (i.e. Ziplocs).
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## LITERATURE ENTRIES

- ENTRIES ARE NOT RETURNED FROM WSPTA!**
- Submit the original, typed or handwritten literature document and one copy in a recloseable manila envelope.
- Student name **MUST NOT** be on the front of the entry.
- Entries must be on 8.5 inch by 11-inch paper
- Entries must be single sided
- Entries should include page numbers (if applicable).
- Entries must not exceed 2,000 words.
- Entries may be illustrated, but will be judged on the written content. Graphic novels are acceptable.
- Mounted or bound entries are not accepted (**NO STAPLES**).
- Label back of last page of entries with student name, artwork title, category, division, PTA name and unit number.
- Original signed and completed student entry forms should be securely affixed to the front of the recloseable manila envelope in a sheet protector or plastic sleeve. **DO NOT** use resealable bags (i.e. Ziplocs).

## MUSIC COMPOSITION ENTRIES

- ENTRIES ARE NOT RETURNED FROM WSPTA!**
- Accepted audio file formats include: MP3, MP4, WMA, WAV, ACC (M4A), and FLAC.
- Audio recording must not exceed five (5) minutes in length and 1GB (one gigabyte) in file size.
- Submit one (1) CD/USB drive recording of the composition in a recloseable manila envelope.
- Submit one (1) copy of music scores and lyrics (if required) electronically on CD/USB drive (USB is preferred) or handwritten in same recloseable manila envelope. USBs will not be returned.
- Label CDs/USB drive with student name, title of artwork, category, division, PTA name and unit number.
- Original signed and completed student entry forms should be securely affixed to the front of the recloseable manila envelope in a sheet protector or plastic sleeve. **DO NOT** use resealable bags (i.e. Ziplocs).

## DANCE CHOREOGRAPHY & FILM PRODUCTION ENTRIES

- ENTRIES ARE NOT RETURNED FROM WSPTA!**
- Accepted video file formats include: AVI, MOV, MPG, MPEG, MP4, WMV, FLV or F4V.
- Video file must not exceed five (5) minutes in length and 1GB (one gigabyte) in file size.
- Use of background music must be cited on the student entry form.
- Each entry must be the original work of one student only.
- Submit one (1) DVD/USB drive (USB is preferred) with the recorded performance saved as a **FILE** and **NOT** a movie in a recloseable manila envelope. USBs will not be returned.
- Label DVD/USB drive with student name, title of artwork, category, division, PTA name and unit number.
- Original signed and completed student entry forms should be securely affixed to the front of the recloseable manila envelope in a sheet protector or plastic sleeve. **DO NOT** use resealable bags (i.e. Ziplocs).

## WHERE TO GO FOR HELP

Local: Your council Reflections chair (if applicable) or your Region Programs Chair (contact your PTA President)

State: State Reflections Chair – [reflections@wastatepta.org](mailto:reflections@wastatepta.org)

State Programs Chair – [ptaprogridir@wastatepta.org](mailto:ptaprogridir@wastatepta.org)

Washington State  
**PTA**<sup>®</sup>  
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