

National PTA Reflections Program:
Dance/Choreography Rules and Guidelines (page 1 of 2)
“Diversity Means...”

Deadline Date: 12/1/2011

Description

A dance choreography entry must be an original choreographed dance recorded on a DVD. The choreography must be the work of one student and must demonstrate creativity and interpretation of the current Reflections Program theme. The choreographer may be the performer or one of the performers, but does not have to be. Costumes are not necessary. If costumes are used, however, the choreographer must also create the costumes or directly note that the costumes are not his or her original work.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme. Therefore, it is very important that the student show a clear relation of the dance choreography to the theme. The connection should be made evident through the use of song, props, and the dance itself.

Traditional Dance

The modification of the steps and the interpretation of the dance are considered when judging a traditional dance for creativity and/or originality. An explanation of the origin of the dance and/or the significance of the choreography might be a useful addition to the artist statement when submitting a dance choreography entry that involves traditional cultural or regional dances.

Presentation

- Entries may not exceed five minutes.
- The choreography should directly relate to the theme.
- Submit performance of the choreography on DVD. Submit two copies of the DVD. Do not write protect DVD.
- The choreographer is not required to be the (or one of the) performer(s).

Recommendations for Quality Recordings

- Use a tripod to hold the camera still.
- Make sure there is plenty of lighting, especially if shooting indoors.
- Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
- Make sure the background music (if any) is audible on the recording.

Format

- Save the entry as a .flv file (regardless of format). This is the preferred method.
- The recorded performance should be saved as a file on the DVD, not as a DVD movie.
- Name the file in lower case letters **exactly** in this order:
state abbreviation.arts category.grade level.student last name.student first name.flv
Example: wa.dance.mid.smith.mary.flv

(Grade levels should be indicated only as pri, int, mid, sen)

For example: Primary – Preschool – 2nd grade “pri”
Intermediate – grades 3-5, “int”
Middle/Jr – grades 6-8, “mid”
Senior – grades 9-12, “sen”

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

- Submit the DVD in a plastic or cardboard container; identify both the DVD and the container with the file name, as indicated above.
state abbreviation. arts category.grade level.student last name.student first name.jpg
Example: wa.vis art.mid.smith.mary.jpg

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the bottom right hand corner as follows:
state abbreviation. arts category.grade level.entry. student last name.student first name.pdf
Example: wa.dance.mid.entry.smith.mary.pdf
(For more information on labeling, see “New Labeling Requirements” on page 2 of Rules and Guidelines.)
- Any background music used in a Dance entry must be credited and documented on the Student Entry Form, by indicating the title of the music, its composer and its performer(s). If the entry’s connection to the theme is expressed in the song choice, this should be explained in the artist statement.
- The required Title and Artist Statement (250 words or less) should be included. If the required Artist Statement is too long to fit on the form, please write “see attachment” on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:
state abbreviation. arts category.grade level.statement. student last name.student first name.pdf
Example: wa.dance.mid.statement.smith.mary.doc

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

Consent Form

Completed and signed consent forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the bottom right hand corner as follows:
state abbreviation. arts category.grade level.consent. student last name.student first name.pdf
Example: wa.vis art.mid.consent.smith.mary.doc

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

Dance/Choreography Rules and Guidelines (page 2 of 2)

Packing

Package the DVD and the paperwork associated with the winning entries in one of the two following ways:

- **[National PTA Preferred]** Place the Student Entry Form, the Artist Statement and Consent Form(s) in a large manila envelope (at least 8.5 x 11 inches) that opens and closes with a clasp. If you have electronic copies of the artwork and/or documents on a CD or DVD, enclose the CD or DVD also. **Do not fold the forms, and do not glue the envelope shut, as it needs to be opened and closed through various stages of judging.**

Label the outside of the clasp side of the envelope as follows:

state abbreviation.arts category.grade level.student last name.student first name

Example: wa.dance.mid.smith.mary

(For more information on labeling, see "Labeling Your Documents and Files" below.)

- **[Washington State PTA optional]** Place the Student Entry Form, the Artist Statement and Consent Form(s) in a clear plastic sleeve (at least 8.5 x 11 inches) **Do not fold the forms.** If you have electronic copies of the artwork and/or documents on a CD or DVD, enclose the CD or DVD also.

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the bottom right corner of each page, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

The required naming convention for all documents related to student entries:

state abbreviation.arts category.gradelevel.type of document.student last name.student first name.

Some examples:

wa.film.int.entry.lopez.hector.

wa.visualarts.pri.statement.thuy.emily

wa.music.mid.entry.ruiz.hector

(Grade levels should be indicated only as *pri, int, mid, sen*)

For example:

Primary – Preschool – 2nd grade "pri"

Intermediate – grades 3-5, "int"

Middle/Jr – grades 6-8, "mid"

Senior – grades 9-12, "sen"

The required naming convention for electronic files is the same except that the name does not need to identify the content of the file, but does have to include the file format abbreviation at the end.

The required naming convention for electronic files is as follows:

state abbreviation.arts.category.gradelevel.studentlastname.studentfirstname.fileformat

Some examples:

wa.film.mid.smith.mary.flv

wa.photography.sen.olson.robert.pdf

wa.dance.pri.jefferson.taisha.jpg

CHECKLIST FOR PREPARING YOUR ENTRY

What students must do to enter:

- ___ Follow rules and guidelines given regarding presentation and works that are accepted.
- ___ Obtain a written consent from every person whose picture or voice is recognizable in your entry. Use the PTA Reflections Consent Form (available online—at www.wastatepta.org/programs/reflections). Note that there are separate portions of the consent form for children and adults. Label each consent form using the required naming convention. (see "Labeling Your Documents and Files" above).
- ___ Assign a title to your entry.
- ___ Complete the student entry form using the fillable form online at http://www.ptareflections.org/cs/rules_and_documents, taking care to:
 - a. include the name of your entry, and
 - b. fill out the artist's statement describing how your entry relates to the theme (note: the box on the form looks small, but if you fill it out online the font size will continue to decrease to include your full statement—however it does not count the words, so be sure that your statement is less 250 words or less; in the alternative you may submit your statement on a separate page, labeled on the bottom right hand corner with the required naming format (see "Labeling Your Documents and Forms" above)
 - c. leave the box at the bottom of the form blank to be filled out by the Local PTA/PTSA Reflections Chair
- ___ Print the form and sign it, and have one parent or guardian sign it also.
- ___ Label the paper copy of the form in the bottom right-hand corner using the required naming convention (see Labeling Your Documents and Files above).
- ___ (optional) Make an electronic image of the entry form and any consent forms, and label with required naming convention (see "Labeling Your Documents and Files" above).
- ___ (optional) Place the electronic images as files on a CD or DVD, each file labeled with the required naming convention (see "Labeling Your Documents and Files" above).
- ___ For film or dance entries, convert your entry to NPTA's preferred .flv format; regardless of format and save as a file (not a movie) on a DVD, using the required naming convention (see above "Labeling Your Documents and Files") to name the file.
- ___ Submit the artwork and paper copies of the student entry form, the artist's statement (if on a different sheet) and any necessary consent forms to your local PTA's Reflections Chair on or before the locally established deadline.
- ___ Be sure to package your entry in accordance with one of the options described above in "Packing".)

National PTA Reflections Program: Photography Rules and Guidelines (page 1 of 2)

“Diversity Means...”

Deadline Date: 12/1/11

Description

A photography entry must be an original black-and-white or color image produced by a photographic process. The entry must relate to the current Reflections Program theme.

The entry may incorporate such techniques as photomontage, multiple exposure, negative sandwiches, and photograms. Images may be manipulated conventionally or digitally. Images should demonstrate the student's proper use of photographic techniques such as depth of field and exposure. The images may be created using various lenses, filters, and light sources. Photographs with added graphics over the image, including lettering, are not acceptable.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Presentation

- A single print or collage may not exceed 11 inches by 14 inches, including a mat.
- Mount all prints on a cardboard mat, poster board, or some other sturdy material.
- Protect photographs with transparent cellophane wrap or sleeve designed for artwork (optional). DO NOT LAMINATE. Shrinkwrap is not recommended. DO NOT USE PLASTIC FOOD WRAP.
- Framed entries, original film (negatives or transparencies), and multidimensional pieces are not accepted.

Use of Copyrighted Material

Use of copyrighted material, including any copyrighted cartoon characters or other such material, is not acceptable in any Photography submission, with the following exceptions:

- Photographs may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/material, or influence the purchase/non-purchase of the trademarked good.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the bottom right hand corner as follows:
state abbreviation. arts category.grade level.entry. student last name.student first name.pdf
Example: wa.photography.mid.entry.smith.mary.pdf
(For more information on labeling, see "New Labeling Requirements" on page 2 of Rules and Guidelines.)
- Give location and date of shot.
- Describe the type of camera and process used in developing the entry.
- The required Title and Artist Statement (250 words or less) should be included. If the required Artist Statement is too long to fit on the form, please write "see attachment" on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:
state abbreviation. arts category.grade level.statement. student last name.student first name.pdf
Example: wa.photography.mid.statement.smith.mary.doc

Consent Form

Completed and signed consent forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the bottom right hand corner as follows:
state abbreviation. arts category.grade level.consent. student last name.student first name.pdf
Example: wa.photography.mid.consent.smith.mary.doc

For more information on labeling, see "Labeling Your Documents and Files" on the next page.

Format

- Label the Visual Art entry on the back of the artwork in lower case letters **exactly** in this order:
state abbreviation. arts category.grade level.student last name.student first name.jpg
Example: wa.photography.mid.smith.mary.jpg

(Grade levels should be indicated only as *pri*, *int*, *mid*, *sen*)

For example: Primary – Preschool – 2nd grade "pri"
Intermediate – grades 3-5, "int"
Middle/Jr – grades 6-8, "mid"
Senior – grades 9-12, "sen"

For more information on labeling, see "Labeling Your Documents and Files" on the next page.

Packing

Package the paperwork associated with the winning entries in one of the two following ways:

- **[National PTA Preferred]** Place the Student Entry Form, the Artist Statement and Consent Form(s) in a large manila envelope (at least 8.5 x 11 inches) that opens and closes with a clasp. If you have electronic copies of the artwork and/or documents on a CD or DVD, enclose the CD or DVD also. Do not fold the forms, and do not glue the envelope shut, as it needs to be opened and closed through various stages of judging.

Label the outside of the clasp side of the envelope as follows:

state abbreviation.arts category.grade level.student last name.student first name

Photography Rules and Guidelines (page 2 of 2)

Example: wa.photography.mid.smith.mary

(For more information on labeling, see "Labeling Your Documents and Files" below.)

- **[Washington State PTA optional]** Place the Student Entry Form, the Artist Statement and Consent Form(s) in a clear plastic sleeve (at least 8.5 x 11 inches) **Do not fold the forms.** If you have electronic copies of the artwork and/or documents on a CD or DVD, enclose the CD or DVD also.

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the bottom right corner of each page, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

The required naming convention for all documents related to student entries:

state abbreviation.arts category.gradelevel.type of document.student last name.student first name.

Some examples:

wa.film.int.entry.lopez.hector.

wa.visualarts.pri.statement.thuy.emily

wa.music.mid.entry.ruiz.hector

(Grade levels should be indicated only as *pri*, *int*, *mid*, *sen*)

For example: Primary – Preschool – 2nd grade "pri"

Intermediate – grades 3-5, "int"

Middle/Jr – grades 6-8, "mid"

Senior – grades 9-12, "sen"

The required naming convention for electronic files is the same except that the name does not need to identify the content of the file, but does have to include the file format abbreviation at the end.

The required naming convention for electronic files is as follows:

state abbreviation.arts.category.gradelevel.studentlastname.studentfirstname.fileformat

Some examples:

wa.film.mid.smith.mary.flv

wa.photography.sen.olson.robert.pdf

wa.dance.pri.jefferson.taisha.jpg

CHECKLIST FOR PREPARING YOUR ENTRY

What students must do to enter:

- ___ Follow rules and guidelines given regarding presentation and works that are accepted.
- ___ Obtain a written consent from every person whose picture or voice is recognizable in your entry. Use the PTA Reflections Consent Form (available online—at www.wastatepta.org/programs/reflections). Note that there are separate portions of the consent form for children and adults. Label each consent form using the required naming convention. (see "Labeling Your Documents and Files" above).
- ___ Assign a title to your entry.
- ___ Complete the student entry form using the fillable form online at http://www.ptareflections.org/cs/rules_and_documents, taking care to:
 - a. include the name of your entry, and
 - b. fill out the artist's statement describing how your entry relates to the theme (note: the box on the form looks small, but if you fill it out online the font size will continue to decrease to include your full statement—however it does not count the words, so be sure that your statement is less 250 words or less; in the alternative you may submit your statement on a separate page, labeled on the bottom right hand corner with the required naming format (see "Labeling Your Documents and Files" above).
 - c. leave the box at the bottom of the form blank to be filled out by the Local PTA/PTSA Reflections Chair
- ___ Print the form and sign it, and have one parent or guardian sign it also.
- ___ Label the paper copy of the form in the bottom right-hand corner using the required naming convention (see Labeling Your Documents and Files above).
- ___ (optional) Make an electronic image of the entry form and any consent forms, and label with required naming convention (see "Labeling Your Documents and Files" above).
- ___ (optional) Place the electronic images as files on a CD or DVD, each file labeled with the required naming convention (see "Labeling Your Documents and Files" above).
- ___ Submit the artwork and paper copies of the student entry form, the artist's statement (if on a different sheet) and any necessary consent forms to your local PTA's Reflections Chair on or before the locally established deadline.
- ___ Be sure to package your entry in accordance with one of the options described above in "Packing".)

National PTA Reflections Program: Music Composition Rules and Guidelines (page 1 of 2)

“Diversity Means...”

Deadline Date: 12/1/2011

Description

A music composition entry may be for voice, instruments, or a combination of voice and instruments. Lyrics may or may not be included in vocal composition. The composition is not to exceed five minutes. The entry must relate to the current Reflection Program theme. The use of composition software is permitted. The recording submitted may capture performers in real-time or may make use of a sound library generated performance of a score composed in its entirety by the student participant. The entry may not include commercially pre-programmed imported MIDI or other source files, or use algorithmic software. Use of notation software for the purpose of creating scores and printed parts is permitted. Whether the score is handwritten or computer-generated, appropriate instrumentation and voicing are required for the performance. Music Composition entrants are not to borrow from copyrighted material. Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Presentation

- Entries may not exceed five minutes.
- The music composition should directly relate to the theme.
- Submit two CD recordings of the composition.
- The composer is not required to be the performer (or one of the) performer(s).

Recommendations for Quality Recordings

- Do not place the recording device on top of an instrument or speakers.
- Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
- Record a short test and listen to it. If needed, improve the recording quality by changing the record volume or microphone location.
- Make sure the music is audible on the recording.
- Return to the beginning of the CD and record two seconds of silence, then start performing your composition. Finish with another two seconds of silence.

Musical Notation

Whether a student must submit musical notation is determined by his or her grade division:

- Primary and Intermediate: No notation is required. Iconic notation may be submitted. Iconic notation is “made-up” notation.
- Middle and Senior: Notation, either traditional or tablature, is required.
- A student’s composed work may be performed by a group or may make use of a sound library generated performance of a score composed in its entirety by the student participant.

Score

- Submit one original and TWO copies of the score.
- Score pages should be numbered and no larger than 8.5 inches by 11 inches.
- Do not mount or bind the scores.
- Number each page.
- Label each page of the score as follows:
state abbreviation.arts category.grade level.score.student last name.student first name.pdf
Example: wa.music.mid.score.smith.mary.pdf

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

Format

- Save the entry as an .mp3 file.
- The recorded performance should be saved as a file on a CD, not as a CD/DVD movie.
- Name the file in lower case letters exactly in this order:
state abbreviation.arts category.grade leve.student last name.student first name.mp3
Example: wa.music.mid.smith.mary.mp3

(Grade levels should be indicated only as pri, int, mid, sen.) For example: Primary – Preschool – 2nd grade “pri”
Intermediate – grades 3-5, “int”
Middle/Jr – grades 6-8, “mid”
Senior – grades 9-12, “sen”

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

- Submit the CD in a plastic or cardboard container; identify both the CD and the container with the file name, as indicated above.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the bottom right hand corner as follows:
state abbreviation. arts category.grade level.entry. student last name.student first name.pdf
Example: wa.muic.mid.entry.smith.mary.pdf

(For more information on labeling, see “New Labeling Requirements” on page 2 of Rules and Guidelines.)

- On the Student Entry Form, please answer the following:
 - o Name(s) of person(s) who performed your composition.
 - o Did you use traditional or MIDI instrumentation?
 - o If you used composition software, what software did you use?
- The required Title and Artist Statement (250 words or less) should be included. If the required Artist Statement is too long to fit on the form, please write “see attachment” on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:
state abbreviation. arts category.grade level.statement. student last name.student first name.pdf
Example: wa.music.mid.statement.smith.mary.doc

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

Consent Form

Completed and signed consent forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals

Music Composition Rules and Guidelines (page 2 of 2)

over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the bottom right hand corner as follows:
state abbreviation. arts category.grade level.consent. student last name.student first name.pdf
Example: wa.vis art.mid.consent.smith.mary.doc

For more information on labeling, see "Labeling Your Documents and Files" below.

Packing

Package the paperwork associated with the winning entries in one of the two following ways:

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Label the outside of the clasp side of the envelope as follows:

state abbreviation.arts category.grade level.student last name.student first name

Example: wa.vis art.mid.smith.mary

(For more information on labeling, see "Labeling Your Documents and Files" below.)

- **[Washington State PTA optional]** Place the Student Entry Form, the Artist Statement and Consent Form(s) in a clear plastic sleeve (at least 8.5 x 11 inches) **Do not fold the forms.** If you have electronic copies of the artwork and/or documents on a CD or DVD, enclose the CD or DVD also.

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all files names in the bottom right corner of each page, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

The required naming convention for all documents related to student entries:

state abbreviation.arts category.gradelevel.type of document.student last name.student first name.

Some examples:

wa.film.int.entry.lopez.hector.

wa.visualarts.pri.statement.thuy.emily

wa.music.mid.entry.ruiz.hector

(Grade levels are indicated as *pri, int, mid, sen*)

For example: Primary – Preschool – 2nd grade "pri"

Intermediate – grades 3-5, "int"

Middle/Jr – grades 6-8, "mid"

Senior – grades 9-12, "sen"

The required naming convention for electronic files is the same except that the name does not need to identify the content of the file, but does have to include the file format abbreviation at the end.

The required naming convention for electronic files is as follows:

state abbreviation.arts.category.gradelevel.studentlastname.studentfirstname.fileformat

Some examples:

wa.film.mid.smith.mary.flv

wa.photography.sen.olson.robert.pdf

wa.dance.pri.jefferson.taisha.jpg

CHECKLIST FOR PREPARING YOUR ENTRY

What students must do to enter:

- ___ Follow rules and guidelines given regarding presentation and format for your entry.
- ___ Obtain a written consent from every person whose picture or voice is recognizable in your entry. Use the PTA Reflections Consent Form (available online—at www.wastatepta.org/programs/reflections). Note that there are separate portions of the consent form for children and adults. Label each consent form using the required naming convention. (see "Labeling Your Documents and Files" above).
- ___ Assign a title to your entry.
- ___ Complete the student entry form using the fillable form online at http://www.ptareflections.org/cs/rules_and_documents, taking care to:
 - a. include the name of your entry, and
 - b. fill out the artist's statement describing how your entry relates to the theme (note: the box on the form looks small, but if you fill it out online the font size will continue to decrease to include your full statement—however it does not count the words, so be sure that your statement is less 250 words or less; in the alternative you may submit your statement on a separate page, labeled on the bottom right hand corner with the required naming format (see "Labeling Your Documents and Files above).
 - c. leave the box at the bottom of the form blank to be filled out by the Local PTA/PTSA Reflections Chair
- ___ Print the form and sign it, and have one parent or guardian sign it also.
- ___ Label the paper copy of the form in the bottom right-hand corner using the required naming convention (see Labeling Your Documents and Files above).
- ___ (optional) Make an electronic image of the entry form and any consent forms, and label with required naming convention (see "Labeling Your Documents and Files above).
- ___ (optional) Place the electronic images as files on a CD or DVD, each file labeled with the required naming convention (see "Labeling Your Documents and Files above).
- ___ Submit the artwork and paper copies of the student entry form, the artist's statement (if on a different sheet) and any necessary consent forms to your local PTA's Reflections Chair on or before the locally established deadline.
- ___ Be sure to package your entry in accordance with one of the options described above in "Packing".)

National PTA Reflections Program:
Film Production Rules and Guidelines (page 1 of 2)
“Diversity Means...”
Deadline Date: 12/1/2011

Description

A film production entry must be an original work of fiction or nonfiction relating to the current Reflections Program theme. Entries may be with or without sound. The student submitting the entry must be the director, screenwriter, and camera person. If using a computer, the student must do all of the work. If the student chooses to appear in the production, a camera or tripod may be used. All storyboarding, editing, etc. must be done by the student. Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Styles

- Animation: Animation may be drawn, created from a collection of objects, clay, torn paper, etc., or computer-generated.
- Narrative: A story told through the images created on film or computer. (This is not the same as a storyteller narrating an original story.)
- Documentary: A nonfiction documentary using narration, facts, and images.
- Experimental: A video that explores movement, light and montage.
- Media presentations: Computer-generated media presentations must be completely original, and the student must do all the work. Cutting and pasting from other sources is not permitted. In addition, the use of software that allows the user to build a virtual environment using prefabricated characters and elements is not permitted. Any software that is used to create an entry should be used only to enhance and present the work of the student, not to provide the primary design.
- PowerPoint presentations will not be accepted. Students must adhere to copyright laws. Software should be used only to enhance and present the work of the student. Due to the fact that most graphic elements of PowerPoint presentations are copyrighted clip art, use of this program is prohibited.

Presentation

- Entries may not exceed five minutes.
- The film should directly relate to the theme.
- Submit performance of the film on DVD. Submit two copies of the DVD. Do not write protect DVD.
- The student submitting the entry is not required to appear in this film.

Use of Other Copyrighted Material

Films may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/material, or influence the purchase/non-purchase of the trademarked good.

Recommendations for Quality Recordings

- Use a tripod to hold the camera still.
- Make sure there is plenty of lighting, especially if shooting indoors.
- Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
- Make sure the background music (if any) is audible on the recording.

Format

- Save the entry as a .flv file (regardless of format). This is the preferred method.
- The recorded performance should be saved as a file on the DVD, not as a DVD movie.
- Name the file in lower case letters exactly in this order:
state abbreviation.arts category.grade level.student last name.student first name.flv
Example: wa.film.mid.smith.mary.flv

(Grade levels should be indicated only as pri, int, mid, sen)

For example: Primary – Preschool – 2nd grade “pri”
Intermediate – grades 3-5, “int”
Middle/Jr – grades 6-8, “mid”
Senior – grades 9-12, “sen”

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

- Submit the DVD in a plastic or cardboard container; identify both the DVD and the container with the file name, as indicated above.
state abbreviation. arts category.grade level.student last name.student first name.jpg
Example: wa.film.mid.smith.mary.jpg

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the bottom right hand corner as follows:
state abbreviation. arts category.grade level.entry. student last name.student first name.pdf
Example: wa.film.mid.entry.smith.mary.pdf
(For more information on labeling, see “New Labeling Requirements” on page 2 of Rules and Guidelines.)
- Any background music used in a Film entry must be credited and documented on the Student Entry Form, by indicating the title of the music, its composer and its performer(s). If the entry’s connection to the theme is expressed in the song choice, this should be explained in the artist statement.
- The required Title and Artist Statement (250 words or less) should be included. If the required Artist Statement is too long to fit on the form, please write “see attachment” on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:
state abbreviation. arts category.grade level.statement. student last name.student first name.pdf
Example: wa.film.mid.statement.smith.mary.doc

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

Consent Form

Completed and signed consent forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

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- Label each Consent Form in the bottom right hand corner as follows:
state abbreviation. arts category. grade level. consent. student last name. student first name. pdf
Example: wa.film.mid.consent.smith.mary.doc

For more information on labeling, see "Labeling Your Documents and Files" below.

Packing

Package the DVD and the paperwork associated with the winning entries in one of the two following ways:

- [National PTA Preferred]** Place the Student Entry Form, the Artist Statement and Consent Form(s) in a large manila envelope (at least 8.5 x 11 inches) that opens and closes with a clasp. If you have electronic copies of the artwork and/or documents on a CD or DVD, enclose the CD or DVD also. **Do not fold the forms, and do not glue the envelope shut, as it needs to be opened and closed through various stages of judging.** Label the outside of the clasp side of the envelope as follows:
state abbreviation. arts category. grade level. student last name. student first name
Example: wa.film.mid.smith.mary
(For more information on labeling, see "Labeling Your Documents and Files" below.)
- [Washington State PTA optional]** Place the Student Entry Form, the Artist Statement and Consent Form(s) in a clear plastic sleeve (at least 8.5 x 11 inches) **Do not fold the forms.** If you have electronic copies of the artwork and/or documents on a CD or DVD, enclose the CD or DVD also.

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the bottom right corner of each page, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

The required naming convention for all documents related to student entries:

state abbreviation. arts category. grade level. type of document. student last name. student first name.

Some examples:

wa.film.int.entry.lopez.hector.

wa.visualarts.pri.statement.thuy.emily

wa.music.mid.entry.ruiz.hector

(Grade levels should be indicated only as pri, int, mid, sen)

For example: Primary – Preschool – 2nd grade "pri"

Intermediate – grades 3-5, "int"

Middle/Jr – grades 6-8, "mid"

Senior – grades 9-12, "sen"

The required naming convention for electronic files is the same except that the name does not need to identify the content of the file, but does have to include the file format abbreviation at the end.

The required naming convention for electronic files is as follows:

state abbreviation. arts. category. grade level. student last name. student first name. file format

Some examples:

wa.film.mid.smith.mary.flv

wa.photography.sen.olson.robert.pdf

wa.dance.pri.jefferson.taisha.jpg

CHECKLIST FOR PREPARING YOUR ENTRY

What students must do to enter:

- Follow rules and guidelines given regarding presentation and works that are accepted.
- Obtain a written consent from every person whose picture or voice is recognizable in your entry. Use the PTA Reflections Consent Form (available online—at www.wastatepta.org/programs/reflections). Note that there are separate portions of the consent form for children and adults. Label each consent form using the required naming convention. (see "Labeling Your Documents and Files" above).
- Assign a title to your entry.
- Complete the student entry form using the fillable form online at http://www.ptareflections.org/cs/rules_and_documents, taking care to:
 - include the name of your entry, and
 - fill out the artist's statement describing how your entry relates to the theme (note: the box on the form looks small, but if you fill it out online the font size will continue to decrease to include your full statement—however it does not count the words, so be sure that your statement is less 250 words or less; in the alternative you may submit your statement on a separate page, labeled on the bottom right hand corner with the required naming format (see "Labeling Your Documents and Forms" above)
 - leave the box at the bottom of the form blank to be filled out by the Local PTA/PTSA Reflections Chair
- Print the form and sign it, and have one parent or guardian sign it also.
- Label the paper copy of the form in the bottom right-hand corner using the required naming convention (see Labeling Your Documents and Files above).
- (optional) Make an electronic image of the entry form and any consent forms, and label with required naming convention (see "Labeling Your Documents and Files" above).
- (optional) Place the electronic images as files on a CD or DVD, each file labeled with the required naming convention (see "Labeling Your Documents and Files" above).
- For film or dance entries, convert your entry to NPTA's preferred .flv format; regardless of format and save as a file (not a movie) on a DVD, using the required naming convention (see above "Labeling Your Documents and Files") to name the file.
- Submit the artwork and paper copies of the student entry form, the artist's statement (if on a different sheet) and any necessary consent forms to your local PTA's Reflections Chair on or before the locally established deadline.
- Be sure to package your entry in accordance with one of the options described above in "Packing".)