



## PTA Reflections Changes for 2011-2012

All entries and documents must be **labeled**. Name the file in **lower case** letters *exactly* in this order:

**state abbreviation.arts category.grade level.student last name.student first name  
(doc/pdf/mp3/flv/jpg)**

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

### Specific labeling examples:

**Dance entry: ky.dance.mid.capps.kelly.flv**

**Film entry: ky.film.pri.rutledge.sandy.flv**

**Literature entry: ky.literature.int.hinkebein.patty.doc**

**Music entry: ky.music.sen.gale.teri.mp3**

**Photography entry: ky.photography.mid.capps.brenda.jpg**

**Visual Arts entry: ky.vis art.mid.thompson.myrdin.jpg**

**Student entry form: ky.film.pri.entry.rutledge.sandy.pdf**

**Artist statement: ky.literature.int.statement.hinkebein.patty.doc**

**Consent forms: ky.photography.mid.consent.capps.brenda.pdf**

**Music scores: ky.music.sen.score.gale.teri.pdf**

**Manila envelopes: ky.photography.mid.capps.brenda**

Only **one format** will be accepted for each category:

Dance Choreography: .flv

Film Production: .flv

Literature: .doc (if typed)

.pdf (if hand written)

Musical Composition: .mp3

Music Scores: .pdf

Photography: .jpg

Visual Arts: .jpg

All entries must be enclosed in or attached to a **manila envelope** with a clasp. These manila envelopes must be labeled as above. Students Entry Forms, CDs/DVDs, Artist Statement, and Consent Form(s) should go into the manila envelope. Do not glue the envelope shut, as it needs to be able to be opened and closed through various states of judging. Envelopes should be a minimum 8 ½ x 11 inches, as the forms inside should not be folded. Attach the manila envelope to the protective backing of art work with masking tape. Tape only the two sides of the envelope; not along the top or the bottom of it.

**All entries must have titles.** “Untitled” will not be accepted.

**Consent forms are required.** 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.

