

### **Labeling Your Documents and Files**

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging of winning 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.

### **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: md.vis art.mid.entry.smith.mary.pdf

- Give the dimensions of the work in inches, including mat.
- Please describe the medium (crayons, oil on canvas, etc.).
- The required **Title** and required **Artist Statement** 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.doc**

Example: md.vis art.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: md.vis art.mid.consent.smith.mary.pdf

### **Packing**

- Pack the Student Entry Form, Artist Statement, and Consent Form(s) in a large manila envelope that opens and closes with a clasp. Do not glue the envelope shut, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded.
- Attach this manila envelope to the protective backing of your art work with masking tape. Tape only the two sides of the envelope, not the top of nor the bottom of the envelope.



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: md.vis art.mid.smith.mary