

2009–2010 PTA Reflections Program

LITERATURE RULES

Theme: "Beauty is..."

Students must adhere to the general rules as well as the following Literature Rules.

Description

Literature entries may be works of fiction or nonfiction. Prose, poetry, and drama are all accepted.

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. A well-developed concept is more important than technique.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student's work. Because the program is designed to encourage and recognize each student's individual creativity, help from an adult or collaboration with other students is not allowed. **Use of copyrighted material is prohibited. Literature entrants are not to borrow from copyrighted material.**

Plagiarism is defined as taking and using another person's ideas, writings, or inventions as one's own. Plagiarized entries will be disqualified and returned to the students.

Entry Form

All participants are required to fill out in its entirety and sign the **Student Entry Form**. Students who have not completely filled out the form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child's name.

Students have the option of placing the titles of their works on the Student Entry Form. If no title, then write Untitled on the title line.

Return of Artwork

The national PTA office does not return literature entries.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

Presentation

- Entries must not exceed 2,000 words.
- One original and one copy are to be submitted.
- Entries may be handwritten or typed, either on a typewriter or with a computer.

- Number all pages.
- Illustrated entries, including "books," with pictures drawn by the student are acceptable; however, only literary content is judged.
- Entries are to reflect grade-appropriate grammar, punctuation, and spelling.
- Format:
 - Submit entries on any kind of paper, not to exceed 8½ inches by 11 inches in size.
 - Submit the original and one copy in a manila file folder with the Student Entry Form stapled to the back of the folder.
 - Do not mount entries.
 - Write the student's name on the back of each page in case pages become separated.**
- Collections of poems or short stories are not acceptable. A student may submit more than one work, but each one must be submitted separately.

Assistance

Dictation and typing

- Students may have their entries typed by another person as long as the original work or a copy of the original work is attached.
- Students who are physically challenged or students in kindergarten or 1st grade may dictate to another person who may type or write down the original work.
- **Transcribers should make every attempt to retain the same level of language and accuracy that is reflected in the student's original work.**

Translation

- Students for whom English is not their first language may submit literature entries in their own languages. An interpretive translation must accompany the entry.
- Translators should make every attempt to retain the same level of language and accuracy that is reflected in the student's original work

Required Artist Statement

On the **Student** Entry Form, describe how it connects to the theme.

State Specific Rules: Please submit an original and a copy of each entry. All entries must be accompanied by a complete 2009-2010 Student Entry Form, as well as a copy of that form. Make a copy of each entry and Student Entry Form to retain before submitting to the next level for judging. PLEASE follow all instructions in Presentation section above. Required Artist Statement .

2009–2010 PTA Reflections Program

MUSICAL COMPOSITION RULES

Theme: “Beauty is...”

Students must adhere to the general rules as well as the following Musical Composition Rules.

Description

A musical composition entry may be for voice, instruments, or a combination of voice and instruments. Lyrics may or may not be included in vocal compositions. The composition is not to exceed five minutes.

The use of composition software is permitted. Students are strongly discouraged from submitting highly edited MIDI sequences or audio files. The recording submitted must capture performers in real-time. The entry may not include imported MIDI or other source files, or use algorithmic composition 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.

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. A well-developed concept is more important than technique.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students is not allowed. **Use of copyrighted material is prohibited. Musical composition entrants are not to borrow from copyrighted material.**

Plagiarism is defined as taking and using another person’s ideas, writings, or inventions as one’s own. Plagiarized entries will be disqualified and returned to the students.

Entry Form

All participants are required to fill out in its entirety and sign the **Student Entry Form**. Students who have not completely filled out the form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child’s name.

Students have the option of placing the titles of their works on the Student Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

The national PTA office does not return musical composition entries.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

Presentation

- Students must submit musical notation as required by their grade divisions.
 - Primary and Intermediate: No notation is required. Iconic notation may be submitted. Iconic notation is “made-up” notation.

—Middle/Junior and Senior: Notation, either traditional, tablature, or electronic, is required. The notation should aid the listener and serve as a guide through the piece.

—Adults may not assist. Physically challenged students may dictate to another person who may write the notation. The quality or accuracy of the notation and performance support the musical idea, but they are not considered judging criteria.

- **Entries may not exceed five minutes.**
- Students are not required to perform their own compositions. A student’s composed work may be performed by a group.
- Score size
 - Entries should be no larger than 11 inches by 14 inches.
 - Band and orchestra compositions may be 11 inches by 16 inches.
 - Do not mount or bind the scores.
- Recording requirements
 - All grade divisions must submit a CD recording of the composition.
 - Submit the CD in a plastic or cardboard container; identify the CD and container with the student’s name, grade division, state, and year.
 - Pack the CD with the score (if required) in a large envelope.
 - Secure the Student Entry Form to the outside of the envelope with masking tape.

Recommendations for quality recordings

- Make the room you record in as quiet as possible. Close windows and turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.). Do not place the recording device on top of an instrument or speakers.
- Don’t record at too loud or too soft a level.
- Record a short test and listen to it. If needed, improve recording quality by changing the record volume or microphone location.
- CD submissions may reduce silence to two seconds.

Required Information

On the Student Entry Form, please answer the following:

- Who performed your composition?
- Did you use traditional instrumentation or a synthesizer?
- If you used MIDI, what software and hardware did you use to compose your work?
- If you included lyrics, how do they work with your composition?

Required Artist Statement

On the Student Entry Form, describe how it connects to the theme.

State Specific Rules: Submit original and a copy of a CD recording & two copies of the score to the next highest level. Submit entries with original 2009-2010 Student Entry Form, as well as a copy of that form. Please follow Quality Recording Instructions

2009–2010 PTA Reflections Program

PHOTOGRAPHY RULES

Theme: "Beauty is..."

Students must adhere to the general rules as well as the following Photography Rules.

Description

A photography entry must be an original black-and-white or color image, or a group of images, produced by a photographic process. The entry must relate to the theme.

The entry may incorporate such techniques as montage, 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. A well-developed concept is more important than technique.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student's work. Because the program is designed to encourage and recognize each student's individual creativity, help from an adult or collaboration with other students is not allowed. **Use of copyrighted material is prohibited. This includes the use of copyrighted cartoon characters or other such material.**

Plagiarism is defined as taking and using another person's ideas, writings, or inventions as one's own. Plagiarized entries will be disqualified and returned to the students.

Entry Form

All participants are required to fill out in its entirety and sign the **Student Entry Form**. Students who have not completely filled out the form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child's name.

Students have the option of placing the titles of their works on the Student Entry Form and must answer a few questions about how they created their works (see Required Information). If untitled, write it on form line.

Return of Artwork

Please contact your state PTA for the artwork return policy. If your entry receives a national-level award, your original artwork will be used to prepare the Reflections Program online gallery. Following the completion of the website, the national PTA office will make every effort to return your artwork by early 2011. If at Dept. of Ed. not until summer.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

Presentation

- A single print or collage may not exceed 11 inches by 14 inches, including a mat.
- Print the entries on paper or other two-dimensional material.
- Mount all prints on a cardboard mat, poster board, or some other sturdy material.
- Protecting the work with shrink-wrap or a transparent plastic cover is optional but highly recommended.
- Framed entries, original film (negatives or transparencies), and multidimensional pieces are not accepted.
- Place the Student Entry Form in a sheet protector and tape it (with masking tape) to the back of the photograph on top of the shrink-wrap.

Required Information

On the Student Entry Form, give the dimensions of the piece and describe the process used in preparing the piece.

Required Artist Statement

On the Student Entry Form describe how it connects to the theme.

State Specific Rules: PLEASE OBSERVE SIZE RESTRICTIONS. NO PHOTOGRAPHY ENTRY IS TO EXCEED 11"x14" INCLUDING MAT. See Required Information and Presentation above for instructions on attaching the Student Entry Form. All entries must have 2009-2010 Student Entry Form, as well as a copy of that form. Copy each photography entry plus Student Entry Form to retain before sending entry to the next level for judging.

2009–2010 PTA Reflections Program

VISUAL ARTS RULES

Theme: “Beauty is....”

Students must adhere to the general rules as well as the following Visual Arts Rules.

Description

A visual arts entry must be an original print, drawing, painting, collage, photographic collage, metal etching or punch work, fiber work, or computer-generated artwork that relates to the theme.

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. A well-developed concept is more important than technique.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students is not allowed. **Use of copyrighted material is prohibited. This includes the use of copyrighted cartoon characters or other such material.**

Plagiarism is defined as taking and using another person’s ideas, writings, or inventions as one’s own. Plagiarized entries will be disqualified and returned to the students.

Entry Form

All participants are required to fill out in its entirety and sign the **Student Entry Form**. Students who have not completely filled out the form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child’s name.

Students have the option of placing the titles of their works on the Student Entry Form and must answer a few questions about how they created their works (see Required Information). If no title, write ‘untitled’ on title line.

Return of Artwork

Please contact your state PTA for the artwork return policy. If your entry receives a national-level award, your original artwork will be used to prepare the Reflections Program online gallery. Following the completion of the website, the national PTA office will make every effort to return your artwork by early 2011. If at Dept. of Ed not till summer.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

Presentation

- All art must be flat and may not be more than 3/8 inch thick. This includes all two-dimensional materials and images, including small, flat items (such as string, fabric, and screening) that have maximum surface contact with the face of the image. Nothing three-dimensional (noodles, beans, beads, boxes, etc.) may extend off the surface of a work.
- No art may exceed 24 inches by 30 inches, including a mat.
- Entries may be submitted on paper, canvas board, cardboard, hot or cold pressboard, or canvas (not to exceed 3/8-inch thickness).
- Mount all paper or canvas entries on sturdy cardboard mats, but not in wooden, metal, plastic, or glass frames.
- Protecting the work with shrink-wrap or a transparent plastic cover is optional but highly recommended.
- Lamination is discouraged because it can permanently damage the surface of the artwork.
- Place the Student Entry Form in a sheet protector and tape it (with masking tape) to the back of the artwork on top of the shrink-wrap.

Works Not Accepted

- Sculpture, ceramics, jewelry, and other three-dimensional artwork
- Reproductions or enlargements of other artwork

Required Information

On the Student Entry Form, give the dimensions of the piece and describe the media used to create the piece.

Required Artist Statement

On the Student Entry Form, describe how it connects to the theme.

State Specific Rules: ARTWORK MAY NOT EXCEED 24” X 30” INCLUDING MAT. See above Required Information and Presentation section for instructions on attaching entry form. All entries must be submitted with the original 2009-20010 Student Entry Form as well as a copy of that form. Make a copy of each entry and Student Entry Form to retain before submitting to the next level for judging, Do Required Artist Statement.

2009–2010 PTA Reflections Program
DANCE CHOREOGRAPHY RULES
Theme: "Beauty is...."

Students must adhere to the general rules as well as the following Dance Choreography Rules.

Description

Dance choreography entries must be original choreographed dance composition works recorded on a CD or DVD. The choreography must be the work of one student and must demonstrate creativity and interpretation of the theme.

There may be up to three dancers performing the choreography. 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.

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. A well-developed concept is more important than technique.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student's work. Because the program is designed to encourage and recognize each student's individual creativity, help from an adult or collaboration with other students is not allowed. **Use of copyrighted material other than music is prohibited.**

Plagiarism is defined as taking and using another person's ideas, writings, or inventions as one's own. Plagiarized entries will be disqualified and returned to the students.

Entry Form

All participants are required to fill out in its entirety and sign the **Student Entry Form**. Students who have not completely filled out the form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child's name.

Students have the option of placing the titles of their works on the Student Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

The national PTA office does not return dance entries.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

Music

The title, composer, and performer of any background music must be credited and documented on the Student Entry Form.

Presentation

- Entries may not exceed three minutes.
- Submissions **MUST** be in one of the following file formats.
 - **.MPG / .MPEG**
 - **.MOV / .QT** (Quicktime Video)
 - **.WMV** (Windows Media Video)
- Submissions should be submitted on CD or DVD. In case of DVD, the submission should be saved as a file on the disc, not as a DVD movie.
- The choreographer is not required to be the (or one of the) performer(s).
- Submit the CD or DVD in a plastic or cardboard container; identify both the CD/DVD and container with the student's name, grade division, state, and year.
- Pack the CD or DVD in a large envelope.(10"X13")
- Secure the Student Entry Form to the outside of the envelope with masking tape.

Recommendations for quality recordings

- Use a tripod to hold the camera still.
- 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.

Required Information

On the Student Entry Form, state who performed your choreography and credit the background music.

Required Artist Statement

On the Student Entry Form, describe how it connects to the theme.

State Specific Rules: RECOMMEND YOU USE DVD. 5 MINUTE TIME LIMIT! Submit an original and a copy of a DVD recording to the next highest level. All entries must be submitted with the original completed 2009-2010 Student Entry Form as well as a copy of that form. Please follow Quality Recording Instructions, Presentation and Required Information above. Make a copy of each entry and Student Entry Form to retain before submitting to the next level for judging.

FILM PRODUCTION RULES

Theme: "Beauty is..."

Students must adhere to the general rules as well as the following Film Production Rules.

Description

Film production entries must be original works of fiction or nonfiction relating to the current Reflections Program theme. The entries may be with or without sound.

The student submitting the entry must be the director, screenwriter, and cameraperson. If using a computer, the student must do all of the work. If the student chooses to appear in the production, a camera on a 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. A well-developed concept is more important than technique.

Categories

- **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, video, or computer. (This is not the same as a storyteller narrating an original story.)
- **Documentary:** Nonfiction documentation using narration, facts, and images.
- **Experimental:** Video that explores movement, light, and montage.
- **Media presentations using computers:** Computer-generated media presentations must be completely original, and the student must do all the work. Cutting and pasting is not permitted. 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.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student's work. Because the program is designed to encourage and recognize each student's individual creativity, help from an adult or collaboration with other students is not allowed. **Use of copyrighted material other than music is prohibited.**

Plagiarism is defined as taking and using another person's ideas, writings, or inventions as one's own. Plagiarized entries will be disqualified and returned to the students.

Entry Form

All participants are required to fill out in its entirety and sign the **Student Entry Form**. Students who have not completely filled out the form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child's name.

Students have the option of placing the titles of their works on the Student Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

The national PTA office does not return film production entries.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

Music

The title, composer, and performer of any background music must be credited and documented on the Student Entry Form.

Presentation

- Entries may not exceed five minutes.
- Submissions **MUST** be in one of the following file formats.
 - **.MPG / .MPEG**
 - **.MOV / .QT** (Quicktime Video)
 - **.WMV** (Windows Media Video)
- Submissions should be submitted on CD or DVD. In case of DVD, the submission should be saved as a file on the disc, not as a DVD movie.
- The student submitting the entry is not required to appear in the video.
- Submit the CD or DVD in a plastic or cardboard container; identify both the CD/DVD and container with the student's name, grade division, state, and year.
- Pack the CD or DVD in a large, catalog-style envelope, such as a 10" x 13" envelope.
- Secure the Student Entry Form in sheet protector to the outside of the envelope with masking tape.

Recommendations for quality recordings

- Use a tripod to hold the camera still.
- Make sure there is plenty of lighting, especially if shooting indoors.
- Think about sound. Use an extra microphone (boom mike) if needed. Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).

Required Information

On the Student Entry Form, please answer the following:

- Who appears in your video? Names.
- Was a computer used? If so, name the software and hardware.
- Was any background music used? If so, credit the music.

Required Artist Statement

On the Student Entry Form, describe what inspired you to create this work, and how it connects to the theme.

State Specific Rules: RECOMMEND YOU USE DVD. 5 MINUTE TIME LIMIT! Submit an original and a copy of a DVD recording to the next highest level. All entries must be submitted with the original completed 2009-2010 Student Entry Form as well as a copy of that form. Please follow Quality Recording Instructions, Presentation section & Required Information above. Make a copy of each entry and Student Entry Form to retain before submitting to the next level for judging.

2009–2010 PTA Reflections Program
Theme: "Beauty is..."
LOCAL, COUNCIL, AND DISTRICT PTA INFORMATION:
FAQS AND THE JUDGING PROCESS

The national PTA office receives many inquiries about eligibility, specific arts areas, student information protection, and the judging process. The following information addresses these concerns.

Frequently Asked Questions
Participation

Who is eligible to participate? Participation in the Reflections Program is open to any student through a local PTA/PTSA in good standing. It is the responsibility of the local unit to determine each student's eligibility in the Reflections Program.

May students participate through a local PTA not affiliated with their school? State PTAs may adopt policies regarding this situation. The national PTA organization requires only that national entries come from local PTAs in good standing.

May students no longer attending a PTA school still enter the Reflections Program through their former school? **State PTAs establish their own policies regarding this situation. Some states restrict this practice, so it is important to contact the state PTA about its participation policy.**

May home-schooled students participate in the Reflections Program? **State PTAs may adopt policies regarding this situation. The national PTA organization requires only that national entries come from local PTAs in good standing.**

Under what division should developmentally challenged students participate? PTA believes that each child with a disability should be provided a free and appropriate public education. Therefore, the Reflections Program at the national level does not have a special division for students with disabilities. The national PTA organization believes it is the right of parents to place their child in the Reflections Program grade division that best reflects the child's developmental age. However, guidelines for state and local Reflections Programs vary. Check with your state PTA for its guidelines.

May developmentally or physically challenged students receive help from a parent or teacher? Rules or policies regarding developmentally or physically challenged students are left up to the discretion of each state PTA and may be handled on a

case-by-case basis. Students must have an IEP at their school.

Use of copyrighted material
May students use copyrighted material as a source for their artwork? Use of copyrighted material is not acceptable in visual arts collages. Photo renderings must be from non-copyrighted material.

Literature
May a student use unacceptable language in an entry? The Reflections Program makes no restriction on content or subject in the literature area. Students who are submitting entries created in a school setting should be mindful of school and/or local or state PTA standards for writing. Judges should be reminded that entries are to be reviewed for creativity, artistic merit, and interpretation of the theme.

Musical composition
May students use notation software for creating musical composition scores? A student may use notation software. Imported MIDI files or files from other sources are not acceptable.

Photography
May students submit computer-manipulated photos? Images may be manipulated conventionally or digitally.

Visual arts
May students submit computer-generated visual artworks? The national PTA organization accepts visual arts pieces generated on a computer.

Dance choreography
Does the choreographer (the student submitting the entry) have to be one of the performers? The choreography must be the work of one student and must demonstrate both creativity and interpretation of the theme. There may be up to three dancers. The choreographer need not be one of the dancers.

Film production
Does the student submitting the entry have to appear in the video? The student must be the director, screenwriter, and cameraperson. He or she does not have to appear in the video.

Protection of student information

How does a PTA protect student information on artwork? When artwork is on display, label the back of the piece only with the student's name, school, and town. Do not attach the Student Entry Form to the back of the artwork in a display setting. No one outside of PTA should have access to student information. Develop a system to easily match and reattach Student Entry Forms to artwork for returning to the artist or sending on to the next judging level.

Judging Process

Finding judges

You may already have a judging system in place that works well for your program. However, if you are having difficulty recruiting qualified judges, here are some ideas of others to invite to participate:

- Art, literature, dance, film, journalism, and music educators or college/university professors
- Teachers from other schools participating in the Reflections Program
- Art museum directors, docents, curators, or historians
- Professional photographers and local artisans
- Local symphony orchestra or choral directors, musicians, conductors, or composers
- Local dance conservatories, dance studios, ballets, or theaters
- Local multimedia/video production companies
- Newspaper journalists, editors, or photographers
- Local television stations
- Arts advocacy organization presidents or directors

Inviting professionals in the arts or influential community leaders to participate in Reflections Program judging increases the exposure of the PTA, its work, and the wonderful benefits students derive from participating in the arts.

If a judge knows a student participant, the judge should remove himself or herself from the judging process for that particular arts area to prevent a conflict of interest. Teachers from the host school serving as judges would also have a conflict of interest, so it is better to invite teachers from another school that offers the Reflections Program.

Remember to recognize judges in promotions and thank them for their participation. Some PTAs provide each judge with a small gift or certificate of appreciation.

Judging at the national level

All national entries are judged on artistic merit, creativity, and interpretation of the theme. A local,

council, or district PTA might want to use a similar process.

- **Literature, musical composition, dance choreography, and film/video production:** The four judges in the arts area each receive entries from one grade division to review. Each judge selects 10 entries from his or her assigned grade division for presentation to the full panel. After the presentation, the judges assign awards of excellence and awards of merit.
- **Photography and visual arts:** Entries are judged from electronic files of the original artwork. The judges view all of the artwork for one grade division and select the pieces that they would like to see in a second round of viewing. In the second round, they pick the top eight and assign awards of excellence and awards of merit. They then repeat the process for the other grade divisions. A state-level judging system could have a similar design.
- **Tiebreakers:** If two entries are judged as equal in all areas, the entry that best interprets the theme receives more recognition.
- **Outstanding Interpretation selection:** All of the award of excellence recipients in each arts area are reviewed together. The one piece that best interprets the theme is selected for the Outstanding Interpretation Award.

Blind judging

It is important to conduct *blind judging*—where judges do not see artists' names—in situations or settings where judges may know the student or the work.

- **Literature:** Distribute photocopies of *only* the front side of each literature entry. However, send the *original* manuscript of each winning entry on to the next level of judging.
- **Musical composition, dance choreography, and film production:** For each arts area, prepare a master CD or DVD of all of the entries, as well as a list of the entries, using a code for the students' names. Include the grade division, title of work, playing time, and artist statement (if one is submitted) in the list of the entries.
- **Photography and visual arts:** Cover the personal information attached to the artwork.

Beyond the local PTA level, blind judging will need to occur only if there is a chance that the judges will recognize a student's entry. In most situations, judges at the council, district, and state PTA levels should be able to use the original materials for literature, musical composition, dance choreography, and film production

