

**National PTA Reflections Program:**  
**Photography Rules and Guidelines (page 1 of 2)**  
**“Diversity Means...”**  
**Deadline Date: \_\_\_\_\_**

**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

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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

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## 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](http://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](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".)