

Jr. VASE Timeline for Teachers

August – February: encourage students to consider VASE while working on projects – go over basic guidelines (especially originality guidelines) including new ones.

December 1: Register for VASE on homepage www.taesa.org/vase Find date and place for your event on the VASE website under Regional Directors and Dates on the homepage.

Mid-January:

- Give students information on the regional event
- Start registering student artworks in Jr. VASE – continue all through December and into February and March.

March-May

- Finalize student entries
- Make sure Divisions are accurate

Spring: Next day is Entry deadline – the number of entries at this date must be accurate; this is the number of entries you will be responsible to pay for (you can edit the entries later, but the number of entries may not be changed) This is always 30 days before the event.

Day of 1st Deadline, Number of entries must be final by midnight.

Day After 1st Deadline: Invoice is ready to print. Print it; take an invoice to the campus bookkeeper and request payment (students may pay, your principal may pay, or your campus budget/activity fund will pay). Your district arts administrator may pay for these fees; if this is the case, the admin will send payment. Payments are due by the second deadline date to the TAEA Dallas office.

Day After 1st Deadline: Editing of entries can begin. Make sure all artwork meets VASE guidelines; start preparing it for the event. Make sure all entry info is entered correctly, especially student division. Email address should be entered carefully for accuracy. *If the student email is changed after the student begins entering data and uploading, all information typed in/uploaded will be reset, because the system assumes the edited email belongs to another student.*

Day After 1st Deadline (Entry Deadline): Editing of entries begins.

Spring: make sure all artwork meets VASE guidelines, start preparing it for the event.

Spring: make sure all info is correct in the computer, especially divisions.

Spring: give students the student practice forms for the Student Intent and Artwork Identification Form; you may guide students through the writing portion, but do NOT write it yourself.

Spring: check student eligibility and encourage students to keep grades up – all grades must be passing for students to participate. If a student becomes ineligible by the 2nd deadline (Editing), substitute another student artwork in its place.

3 Weeks Prior to Event: check all entries for complete accuracy as 2nd deadline approaches. Entries may not be edited after the 2nd deadline. You may substitute one student for another student, change anything within the entries – just may not change the number of entries.

2 Weeks Prior to Event: request from the Regional Director for a preferred arrival time.

Day of Edit Deadline (15 days out): may edit until midnight – must have accurate Divisions (art level determines this), medium, must have unique, creative titles, must have correct spelling of student name.

Day after EDITING Deadline: Print menu is available – print and sign needed paper forms:

- **Regional Entry Certification/Teacher Check-In & Out Form:** must be printed & signed by you and your principal...principal is certifying that all the artwork meets community standards, and all students are eligible. You are also declaring if you will be present at the beginning and end of the event, and if not, who will be substituting for you, and responsible for your students/artwork. This form is turned in at Registration.
- **Student Intent and Artwork ID Form:** This form is filled out **ONLINE**, then printed from the print menu and attached to the back of the artwork (or tied to 3D). Artwork source(s) MUST be checked and detailed description of where the source(s) came from MUST be stated in Question 1 of the Intent Form (e.g. "I took this photo while visiting the zoo"). ***You will CERTIFY each entry on your Teacher Dashboard once you have verified that all parts of the entry are finished correctly; this substitutes for your signature.***
- **Reference PDF:** The Reference PDF is compiled based on the checks on the Resource checkbox section on the Intent Form. **This form is compiled, uploaded, then printed and attached to the back of the artwork (or tied to 3D).** If the Reference PDF is more than one page, it can be put in a sheet protector or envelope that is attached to the artwork.
- **Student Agreement and Artwork Release Form:** This form is printed, signed by student & parent if student is under 18, and you. *You MUST collect these forms, alphabetize them, and turn them in at Teacher Registration.*

Student Name Tags: (can print these for a badge holder with lanyard or pin, on sticker paper to cut and then peel and wear, on card stock to hold on with yarn or safety pins – all kinds of ways). MUST be worn at an event.

Day after Deadline: arrange transportation for students – find out if any need Priority Passes to arrive early and send the info to the director (student name, school, number of artworks).

Upload/Certification Deadline (8 days out):

- **ALL ARTWORKS MUST BE FINISHED; artworks MUST match photos that have been uploaded by this deadline at MIDNIGHT.**
- All Student Intent and Artwork Identification Forms MUST be finished and checked by teacher before MIDNIGHT.
- All Artwork Photos must be edited and uploaded before MIDNIGHT.
- All Reference PDFs MUST be completed and uploaded before MIDNIGHT.
- Teacher MUST Certify all COMPLETELY UPLOADED entries before MIDNIGHT.
- Failure to have all three parts of the entry completed/uploaded by MIDNIGHT, and therefore not CERTIFIED, will result in a DNA rating for that entry.

Week before Event:

- Collect Student Agreement and Artwork Release Forms, alphabetized by student last name.
- Give students maps, How to On JV Day handout, Student General Instructions, JV Day Schedule Finish preparing artwork for JV (following guidelines).
- Suggestion – you transport the artwork to the event and distribute to students at Registration along with their name tags. (when students carry their own artwork, they occasional change something making it against rules...like touching up oil paint, leaving the surface wet)

2 Days Out (Thursday before event):

- Artwork is ready.
- Go over event behavior expectations.
- Go over vendors, activities, and concessions available.

Day of Event:

- arrive with students according to the arrival time your director sent you (this will be at least 30 minutes prior to first juror time).
- hand out artwork and student name tags.

- go through Registration (your students wait on the bus or outside).
- take students to the sticker station
- students go through Qualifications – you stay with your students.
- wait in waiting area (usually cafeteria) and students go to juror room 5 minutes prior to first juror session
- supervise students all day.
- check out with rating medals, Juror Rating Forms and artwork that received a 1, 2, or 3 in the Control Room around 2:30 PM.
- Pick up Platinum and all 4s in the gym.