Teacher Checklist for High School and Junior VASE (print/save to desktop)

- ☐ Make sure you have a current TAEA membership through State VASE (through the end of May).
- ☐ Arrange transportation to the event according to your campus policy.

Deadlines Met (NO FIXES are allowed after the Final Deadline):
- ☐ **Add/Delete Deadline—** Teacher profile completed; all entries are entered into the system. Payment for the correct number of artworks submitted to TAEA office in Dallas **WITH INVOICE** (30 days before event)
- ☐ **Student Data Deadline–** Students have completed their dashboard work; their dashboard access ends (3 days before the teacher Final Deadline).
- ☐ **Final Deadline—** Substitutions are completed, ALL information for each entry is correct. All parts of the entry completed, uploaded, checked, certified (10 days before the event).

Student Data Deadline access to their dashboards is 3 days earlier than your deadline. This gives you time to check all parts of the entries. Consider giving them your own personal deadline 3-5 days before the Student Data Deadline.

By the Final Deadline; 10 days out:
- ☐ ***Titles:*** All student work has unique, creative titles. Remember: no untitled or generic-titled artwork.
- ☐ ***Names:*** All student names should be spelled correctly; if a student has an entry with a second teacher on your campus, meet with that teacher to double-check all entry data.
- ☐ ***Division:*** All student Divisions MUST reflect their current art credits; if a student has an entry with a second teacher on your campus, meet with that teacher to double-check all entry data.
- ☐ ***Dimension:*** All artworks must be entered in the correct dimension; either 2-D or 3-D..
- ☐ ***Online Intent Form*** completed and **checked by you.**
- ☐ ***Reference PDF*** is uploaded and **checked by you.**
- ☐ ***Photo of the COMPLETED ARTWORK*** is edited, uploaded, and **checked by you.**
- ☐ ***All 3 parts of each entry are completed and uploaded, and you have CERTIFIED all entries.*** If an entry is missing one or more parts, it will automatically be entered as a DNA. **NO FIXES allowed.**
- ☐ ***for JR VASE only– any virtual pilot entry requests must be submitted to RD.***

Before traveling to the event:
- ☐ ***Regional Entry Certification/Teacher Check-In/Check-Out Form*** is signed by your principal, after he/she has reviewed all artwork. Remember: Failure to have this form signed means your students can't participate.
- ☐ ***Universal Artwork Release Forms*** have been signed, collected, alphabetized, and ready to turn in at the event.
- ☐ ***All artworks must be DRY and FIXED; 3-D must be put together SECURELY for safe handling.***
- ☐ ***All 2-D artwork*** is matted/mounted with BLACK or WHITE only, except for canvases, or oddly-shaped work, which don't require a mat or a sturdy mounted surface.
- ☐ ***All 2-D artwork*** is prepared with a cover sheet.
- ☐ ***PREPARE BOXES:*** 2-D relief/fragile work and all 3-D.
  - ☐ Box is larger than the artwork, but not too large.
  - ☐ Packing material is sufficient for protection, NO PACKING PEANUTS or SHREDS.
- ☐ ***PREPARE FORMS:*** filled out and ***SECURELY*** attached.
  - ☐ 2-D work: ***Artwork ID Form*** (back of artwork). ***NEW*** QR sticker attached for Animation / Interactive / **Functioning entries if needed.**
  - ☐ 3-D work: string tied to artwork w/ stiff card, size of half-folded ***Artwork ID Form***. (**QR stickers** if needed)
  - ☐ Fragile/Relief 2-D & all 3-D work: ***Artwork ID Form*** and 5x7" photo of artwork taped outside of **all** boxes.

DAY OF THE IN-PERSON EVENT:
- ☐ Arrival is planned for your assigned time.
- ☐ ***Regional Certification/Teacher Check In-Out Forms*** are ready for turn-in at Teacher Registration.
- ☐ ***VASE Program Artwork Release Forms*** are alphabetized and ready for turn-in at Teacher Registration.
- ☐ Your cell phone is charged and turned on for contact by the Regional Director if needed, and the Regional Director has your correct number.
- ☐ If the Regional Director is using Remind, or a similar app, you should have signed up.
- ☐ Arrangements have been made so that you or your representative is available on site for Teacher Check-Out at the end of the event (artwork and medal pick-up).