Teacher Checklist for High School VASE

- Make sure you have a **current TAEA membership through State VASE (end of April)**.
- **ALL Invoices/Entry Fees** should be submitted before the Editing deadline.
- **Arrange transportation** to the event according to your campus policy.
- **Deadlines:**
  - **1st (Add/Delete)**— Teacher profile completed, students & artworks entered into the system, and payment for the correct number of artworks is submitted to TAEA office in Dallas along with *INVOICE*.
  - **2nd (Editing)**—Substitutions are completed, **ALL information for each entry is correct (15 days out).**
  - **3rd (Data Upload/Certification)**— All parts of the entry completed, checked, and uploaded **(8 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 work with a second teacher on your campus, meet with that teacher to double-check all entry data. Student emails should also be correct and the same with both teachers (if entries are with two teachers).
- **Division**: All student Divisions **MUST reflect their current art credits**; if a student has work with a second teacher on your campus, meet with that teacher to double-check all entry data.
- **Media**: All artworks must be entered in the correct media (some student discretion); either 2-D or 3-D.
- **By the 3ʳᵈ deadline; 8 days out: 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.**
  - *Student Intent & Artwork Identification Form* completed and checked by you.
  - *Reference PDF* is uploaded and checked by you.
  - *Artwork Photo* is edited, uploaded, and checked by you.
- **All artwork 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, which don't require a mat or a sturdy mounted surface.**
- **All 2-D artwork 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.
  - Outside of box: 5x7" photo of artwork, copy of *Student Intent & Artwork Identification Form* (only needs to be top portion; heading is the important part for ID).
- **PREPARE FORMS: filled out and SECURELY attached.**
  - **2-D** work: *Student Intent and Artwork Identification Form*, *Reference PDF* (back of artwork)
  - **3-D** work: string tied to artwork w/ stiff card, size of quarter-folded papers (*Student Intent & Artwork Identification Form, Reference PDF*).
- *Regional Entry Certification Form* that is signed by your principal, after he/she has reviewed all artwork. **Remember: Failure to have this form signed means you can't check in, and your students can't participate.** Teacher Check-In/Check-Out Form is now combined with the Certification Form.
- **Double-check to make sure each artwork has:**
  - *Student Intent & Artwork Identification Form* printed & attached securely to the back (stiff card for 3-D).
  - *Reference PDF* printed & attached securely to the back (or stiff card for 3-D).
  - A copy of intent form (top portion) and 5x7" photo of artwork taped on the outside of **ALL** boxes.

- **DAY OF EVENT:**
  - **Arrival is planned for your assigned time.**
  - **Regional Certification/Teacher Check-In & Out Form** is signed and ready for turn-in at Teacher Registration.
  - **Student Agreement & Artwork Release Forms** are signed, alphabetized, ready for turn-in at Teacher Registration.
  - **Your cell phone is charged and turned on for contact by the Regional Director if needed, and 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 all teachers or their representatives are available on site for Teacher Check-Out at the end of the meet (artwork and medal pick-up).**