

Teacher Checklist for High School and Junior VASE

- Make sure you have a **current TAEA membership through State VASE (end of April)**..
- **Arrange transportation** to the event according to your campus policy.
- **Deadlines (the same for In-Person and Virtual Entries):**
 - **1st (Add/Delete)**— Teacher profile completed, students & artworks entered into the system. Payment for the correct number of artworks submitted to TAEA office in Dallas **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 4 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.
 - **Student Agreement & Artwork Release Form completed, signed, and uploaded by you.**

Before traveling to the event:

- **Regional Entry Certification 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.**
- **Teacher Check-In/Check-Out Form** is filled out by you. It is signed by your principal only if you cannot be present at the beginning, the end, or during the entire In-Person Event..
- **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 Artwork ID Form (top portion of the Intent Form).
- **PREPARE FORMS: filled out and SECURELY attached.**
 - **2-D work:** Artwork ID Form (back of artwork)
 - **3-D work:** string tied to artwork w/ stiff card, size of quarter-folded papers (Artwork ID Form).
 - **Fragile/Relief 2-D & all 3-D work:** Artwork ID Form and 5x7" photo of artwork taped outside of boxes.

DAY OF THE IN-PERSON EVENT:

- **Arrival is planned for your assigned time.**
- **Regional Certification and Teacher Check-In & Out Forms** are 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 all teachers or their representatives are available on site for Teacher Check-Out at the end of the meet (artwork and medal pick-up).**