

Teacher Checklist for High School and Junior VASE

- Make sure you have a current TAEA membership through State VASE (through the end of April).
- Arrange transportation to the event according to your campus policy.
- Deadlines (**NO FIXES are allowed after the stated Deadlines**):
 - **1st (Add/Delete)**— Teacher profile completed; student/entry data 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).
- **By the 2nd deadline; 15 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. **NO FIXES allowed**.
 - **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**.

Student Deadlines on their dashboards are 3 days earlier than your deadlines to give you time to check all parts of your entries. You should consider giving them your own personal deadlines 3-5 days before your deadline.

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, 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)
 - 3-D work: string tied to artwork w/ stiff card, size of half-folded **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/Teacher Check In-Out Forms** are ready for turn-in at Teacher Registration.
- **Universal 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 all teachers or their representatives are available on site for Teacher Check-Out at the end of the event (artwork and medal pick-up).