



# Mid-South Scholastic Art Awards

## Teachers' Checklist: Submissions

### Did you remember to . . . ?

#### Student Submissions:

- Register yourself and all of your students at [www.artandwriting.org](http://www.artandwriting.org)
- Register all of your students' artwork submissions at [www.artandwriting.org](http://www.artandwriting.org)
- Upload jpeg images of all of your students' submissions at [www.artandwriting.org](http://www.artandwriting.org)
- Print 2 copies of the submission form for each individual submission and portfolio (**KEEP one copy; SEND one copy to the Brooks – THIS STEP IS VERY IMPORTANT!**)
- Collect all the appropriate signatures on each individual and portfolio submission form (teacher, student, parent)
- Place all forms in alphabetical order for submission to the museum

#### Portfolios: National and Regional Review Form

- Portfolio submission and review is eligible to high school seniors
- Portfolios must have a title
- Include each of the following with paperwork
  - 1 completed copy of the National Portfolio Form (keep a second copy for your records)
  - 1 completed copy of the Regional Portfolio Review Form
    - Include one paper copy with regular student artwork submissions (keep a second copy for your records)
- **Upload portfolio images and writable PDF review form to your Brooks Museum Dropbox link**
- Please see second page of REGIONAL PORTFOLIO REVIEW FORM for more information about portfolio requirements (Available for download at <http://www.brooksmuseum.org/midsouth-art-awards>)

#### Fee Form and Submission Fees:

- Fill out your fee form (make a copy of this form for your records)
- Collect all submission fees, and double-check that your submission totals match your fee totals
- Complete fee waivers for any students who qualify, one fee waiver per student (if there are multiple submissions for one student—put student's tally on their individual waiver form)

#### Before you Drop Off your Forms at the Museum on December 15<sup>th</sup>:

- **Alphabetize all of your students' submission forms**
- Sign all of your paperwork and collect fees
- Only turn in one set of forms (Keep all second copies for your records, and to turn in with any Gold Key winning work at art drop-off in January)

Memphis

Brooks