

Preparing Reflection Entries for Online Submission

Dance Choreography & Film Production: Must be either MP4 or AVI format. There is free conversion software on the web to convert from other formats. Cannot be longer than 5 minutes or more than 1 GB in size.

Literature: Submit PDF of writing. Scan handwritten stories to save as PDF.

Music Composition: Submit audio files in MP3 or WAV format only. No videos. No longer than 5 minutes and no larger than 1 GB in size. For middle and high school students, submit notation in PDF format. Scan any handwritten notation to save as PDF.

Photography: Submit original digital photo at least 640x960 pixels in size. If using a conventional photographic print, scan it or take a digital photo of the print (be sure not to get any glare). Accepted formats: JPG, JPEG, PNG.

Visual Arts: Scan or take a good photo of work, save as JPG, JPEG, or PNG. Do your best to get good lighting and a good angle, avoiding any glare. No need to mount or frame entrees. 3D art requires 3 photos from different angles. (Add "1", "2" and "3" to the file names for each photo.)

If you lack equipment for scanning work, this can be done at various office stores.

Please use the file naming protocol for all submissions, so that we are sure to attribute the right artwork to the right artist.

Follow your school's guidelines for submitting entries. There will be an entry form to fill out, and then the files can either be uploaded directly or emailed to the Reflections chairperson. Some files will be over the size limit for email. There are free services such as DropBox, WeTransfer, YouSendIt and SendThisFile to transfer larger files.

Naming Protocol for Reflections entries:

CATEGORY.DIVISION.SCHOOL.LASTNAME.FIRSTNAME.EXTENSION

Category	Division	School	Last Name	First Name	Extension
VA (visual arts)	PRI (Primary P-2)	School Name – do not need to include “Elementary”	Student’s Last Name	Student’s First Name	Accepted formats:
PHOTO (photography)	INT (Intermediate 3-5)	Long names can use common abbreviations:			JPG, JPEG, PNG (Visual Arts and Photography)
DANCE (dance choreography)	MID (Middle 6-8)	i.e. RVHS, SLHS, NAMS, etc.			MP4 or AVI (dance and film)
FILM (film production)	HS (High School 9-12)				
MUS (music choreography)	SA (Special Artist)				MP3 or WAV (music composition)
LIT (literature)					PDF (literature and music scores)

Examples:

VA.INT.Devinny.Smith.Alice.jpg

DANCE.MID.NAMS.Jones.Henry.mp4

MUS.HS.RVHS.Doherty.Debbie.mp3 (for the music recording)

MUS.HS.RVHS.Doherty.Debbie.pdf (for the music score)

If a 3D visual art submission, enter 3 photos:

VA.PRI.Mitchell.Nguyen.Li.1.jpg

VA.PRI.Mitchell.Nguyen.Li.2.jpg

VA.PRI.Mitchell.Nguyen.Li.3.jpg