



# CCEA Art Festival Coordinator's Handbook

Calvary Chapel Education Association • Southern California

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## **I. Introduction**

The Art Festival Coordinator's Handbook will assist School Coordinators in preparing for and participating in the CCEA Art Festival to be held in the spring of each year at the location designated on the Student Activities Calendar. Please contact the Chairperson for more information or clarification.

## **II. Preparation for the Art Festival**

### ***A. Number of Participants***

The CCEA Art Festival is open to all students in middle school and high school. Schools may submit two artworks per classroom or grade level up to a maximum of 14 artworks. (For example, a school may send 2 artworks chosen from the seventh grade students, 2 from the eighth grade students, etc. OR a school may send 2 artworks from drawing class, 2 artworks from ceramics class, etc.) Each submission should represent the work of an individual student. Group projects will not be accepted. Each student should submit only one artwork per year.

### ***B. Judging***

All artworks will receive a ribbon (participant, excellent, superior). Additionally, first, second, third place, and theme rosettes will be awarded in middle school and high school. The Best of Show Rosette will be presented to the highest scoring artwork in the Theme category. The judging rubric will be determined by the CCEA regional office and sent out by the Chairperson to schools registered for the festival early in the school year. Each school will provide at least one judge to score the artwork on the day determined by the Chairperson. The Judge Submission form must be completed by the School Coordinator and mailed to the host school by the date determined by the Chairperson.

### ***C. Artwork Submission Forms***

The Artwork Submission Form must be completed by the art instructor or School Coordinator and mailed to the host school by the date determined by the Chairperson. The participating student's name, grade, category and media must be included on the form.

## **III. Artwork Requirements**

### ***A. Artistic Integrity***

Each artwork must be completed during the current school year under the supervision of a teacher or art instructor. The artwork must represent the student's original, independent, unaided work. Projects may be structured by the teacher but should result in each student producing a distinctly creative result. Project kits and crafts will not be accepted, judged, or displayed. Duplications (including but not limited to study drawings from master works or photographs not taken by the student and artworks that duplicate copyrighted characters, images or logos) will not be

accepted, judged or displayed. The concept, composition and execution of each artwork should be distinctly unique.

### ***B. Quality***

Each artwork must represent excellent skill and creative concept considering the student's grade level and/or artistic experience. Artworks should glorify God in intention and execution and represent the spirit of Philippians 4:8 (representing whatever is true, honorable, just, pure, lovely, reputable, excellent, and praiseworthy). All entries are subject to the discretion of the Chairperson and the judges regarding what is appropriate for the Art Festival.

### ***C. Media and Size***

Any size artwork of any media will be accepted. Fragile and unusually large artworks are submitted at the discretion and risk of the participating school and student. Any category/artistic discipline will be accepted including but not limited to drawing, painting, printmaking, photography, graphic design, sculpture, and ceramics.

## **IV. Preparing Artwork**

### ***A. Matting***

All two-dimensional artwork must be matted but not framed. Exception: Paintings on stretched canvas need not be matted or framed. All three-dimensional artwork should be submitted with a mat or simple base. Black mats made of paper or mat board are recommended. Neutral colors are also acceptable as long as the mat does not add or detract from the artwork itself. Each artwork must have the identification label attached to the bottom right hand corner on the front of the mat. The Chairperson and/or host school will determine the required hanger or display method.

### ***B. Packaging & Delivery***

Carefully packaging artwork for transport to the festival is highly recommended. All artworks should be placed in an appropriately sized cardboard box. Three dimensional and fragile artworks should be carefully wrapped with newspaper or bubble wrap. All artworks must be delivered to the festival site by the date determined by the Chairperson or festival coordinator.

### ***C. Picking up the Artwork***

All artwork should remain on display for the duration of the Art Festival as determined by the Chairperson. The student or School Coordinator may take artworks home at the end of the festival. All artworks must be picked up by the date determined by the Chairperson. The host school will not mail artworks.

## **V. Day of the Art Festival**

Each Festival will consist of a judging event and an art show. Each Chairperson will determine specific Festival activities each year and will inform participating schools early in the school year.

## **VI. Responsibilities for the School Coordinator**

The School Coordinator is responsible for their school's registration for the CCEA Art Festival.

Following is a checklist of the usual duties of a School Coordinator:

1. Read the contents of this Coordinator's Handbook thoroughly.
2. Read the contents of this Coordinator's Handbook thoroughly.
3. Secure at least one judge to score the artwork at the Art Festival on the day determined by the Chairperson. Complete and mail the Judge Submission form to the Chairperson by the determined date.
4. Select the top two artworks from each grade level or classroom according to the Artwork Requirements.
5. Complete and mail the Art Submission Form along with participation fees to the Chairperson. Make one school check payable to CCEA (no personal checks). The deadline for mailing forms and fees is thirty (30) days prior to the CCEA Art Festival or the date determined by the Chairperson. Fees are \$5 per student before the deadline and \$10 per student after the deadline established by the Chairperson.
6. Prepare and matte artworks according to CCEA guidelines. Ensure that artworks are properly label and securely packaged for transport to the Art Festival.
7. Make arrangements to have artworks delivered to the host school by the date determined by the Chairperson.
8. Distribute information flyer to art students and parents regarding the CCEA Art Festival and opening reception (as received from Chairperson).
9. Make arrangements for students to attend the opening reception (if possible).
10. Make arrangements to have all artwork picked up at the end of the Art Festival.
11. Complete the CCEA Student Activity Event Evaluation and return to Chairperson after the event.

## VII. Judge Submission Form

### CCEA Art Festival Judge Submission Form

School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Coordinator: \_\_\_\_\_

Coordinator's Email \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Each school is required to provide a minimum of one judge for the event.**  
Please complete the following information to enable the Chairperson to assign judges appropriately.

#### Judge 1:

Name: \_\_\_\_\_ Relationship to school: \_\_\_\_\_

Qualifications/Experience: \_\_\_\_\_

Judging Grade Preference: \_\_\_\_\_ Judging Medium Preference: \_\_\_\_\_

Conflicts: \_\_\_\_\_

#### Judge 2:

Name: \_\_\_\_\_ Relationship to school: \_\_\_\_\_

Qualifications/Experience: \_\_\_\_\_

Judging Grade Preference: \_\_\_\_\_ Judging Medium Preference: \_\_\_\_\_

Conflicts: \_\_\_\_\_

#### Judge 3:

Name: \_\_\_\_\_ Relationship to school: \_\_\_\_\_

Qualifications/Experience: \_\_\_\_\_

Judging Grade Preference: \_\_\_\_\_ Judging Medium Preference: \_\_\_\_\_

Conflicts: \_\_\_\_\_

#### Judge 4:

Name: \_\_\_\_\_ Relationship to school: \_\_\_\_\_

Qualifications/Experience: \_\_\_\_\_

Judging Grade Preference: \_\_\_\_\_ Judging Medium Preference: \_\_\_\_\_

Conflicts: \_\_\_\_\_

### VIII. Artwork Submission Form

#### CCEA Art Festival Artwork Submission Form

School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of Artwork Submissions \_\_\_\_\_ x \$5 (\$10 if past deadline) = \$ \_\_\_\_\_

Make checks payable to CCEA. No personal checks.

	Student Name	Grade	Artwork Media	2D	3D	Theme (Y/N)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						



## X. Sample Evaluation Form

# EVENT EVALUTATION FORM

### Student Activities: CCEA Art Festival - Coordinator's Handbook

School \_\_\_\_\_

Coordinator \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event: CCEA ART FESTIVAL      Location: DOWNEY

Your opinion of this CCEA Student Activities event is important. Through constructive comments and criticism we hope to improve and maintain a quality event for our students. Please cooperate by filling out this form and returning it to the Chairperson or mailing to CCEA Corporate Office 12808 Woodruff Avenue, Downey, CA 90242. Thank You!

Your evaluation of the overall event (circle one):

Excellent                  Very Good                  Fair

What went well?

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What might be improved upon?

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