Art Contest
Check-List for Coaches

____ 1. **October** – Confirm with the school/group's Primary Contact that your school is registered with Academic Rodeo. You will receive an e-mail from Academic Rodeo stating that your group is registered and giving additional information.

____ 2. **October** – Read the rules to understand how entries must be prepared for submission and to prevent your students' work from being disqualified.

____ 3. **October** – Decide how you will select your 2 entries per grade level.

____ 4. **November** – Register your students on the **Student Registration Form** by the deadline. This form is included in the Excel document that is e-mailed to you in October

____ 5. **November or December** – Submit entries to the East Texas State Fair Office by the deadline. Entries received past the deadline will be displayed, but may not be judged, depending on the judging schedule.

____ 6. **January** – Check the Results page under Academic Rodeo to see if you have students that have placed. Results should be posted by the first week of January.

____ 7. **January or February** – Notify parents about any Open House opportunity to view Academic Rodeo entries.

____ 8. **February** – Wrap-up your participation in the Art Contest in one of the following ways:

A. IF you have students who place 1st, 2nd, 3rd or Honorable Mention . . .
- Provide the Award Letter to your students to give them information about the Awards Celebration.
- Help your Middle School and High School winners find the Scholarship Applications and make them aware of requirements and deadlines for submission.
- Confirm which students will attend the Awards Celebration and report to your group's Primary Contact to allow the Primary Contact to respond by the deadline.
- Determine with your Primary Contact who will collect the group's Packet upon arrival.
- Determine if awards will be given to students at the Awards Celebration or held for a later school/group presentation. Medallions and Honorable Mention ribbons are in the Award Packet.

B. If you do not have students to place . . .
- Consult the Primary Contact to see who has the participation ribbons for your students that were in the Award Packet, and who has the art entries collected after the Awards Program.

C. If no one from your group placed . . .
- Determine who will pick up ALL Academic Rodeo entries (Art, Kinder Critters, Engineering Challenge, & Science Fair) AND the Award Packet for your group.