

# Tips for packing and shipping of entries

Unpacking the state entries when the Reflections deadline date comes around on February 1<sup>st</sup>, is very exciting, but can sometimes be frustrating! When artwork is crumpled, pastels smeared, packages are incomplete or late, we can only shake our heads and wish it didn't happen. To make sure your package gets to the Montana PTA in good shape and on time please take the following precautions:

## Visual Arts and Photography

When packing visual artwork and photography, separate pieces with a sheet of tissue or brown paper. This will help prevent them from getting smeared or stuck to one another.

## Musical Composition

Place music entries, both sheet music and CD, into a brown envelope with the Official Student Entry Form on the outside. After rattling around in a package, sheet music is often crumpled.

## Film/Video Production – Dance Choreography

Place CD or DVD in a brown envelope with the Official Student Entry Form on the outside.

## Literature

Literature survives mailing the best. Be sure to follow the checklist requirement for packing each copy in a clear sleeve page protector and attaching to a manila envelope.

## Mailing Information

When packing up your entries try to make them as immobile as possible. Stuffing newspaper in a carton generally doesn't do the trick. It flattens out and gets crushed and the contents can then move. The best packages seem to be two sturdy pieces of corrugated cardboard sandwiching the work and strapped closed with heavy duty packing tape. Art shipping boxes work wonderful too and may be obtained at many "Ship It for you" type business locations for about \$10.

## Postage and Paperwork Requirements

Remember to include all your paperwork: Student Entry form for each entry, a copy of the Local Participation Form, a self-addressed mailing label, and a Check for \$15.00 made payable to the MONTANA PTA **or prepaid postage label** to ship back artwork **and place in** a brown envelope marked "Reflections Chair."

## If you are in the Billings/Laurel area...

If you live in the Billings/Laurel area and would like to drop off your entries to the Montana PTA office, please feel free to do so. Drop entries off at 410 Colorado Avenue Room 209, Laurel, MT. Please call to schedule drop off at 628-9007.

## When to expect your artwork back

You can expect your entries returned around the end of March or beginning of April **with exception of the 1<sup>st</sup> Place State winners. You will receive an e-mail prior to the return of artwork so you are aware of their transit.**