



November 2009

Dear Art Educator:

The Art All-State program is now in its twenty-third year! Over 3,100 high school juniors from all across Massachusetts have had the opportunity to meet their peers, work with professional artists, learn about post secondary art training, and investigate art careers. We hope you will help your students apply to this year's AAS program – Friday, May 28 and Saturday, May 29, 2010 – and hopefully you can make a commitment to join us yourself! The co-sponsors of Art All-State, the Massachusetts Art Education Association and the Worcester Art Museum, trust that you will find the event consistent with their efforts to foster high caliber art education for the young people of Massachusetts.

**In this packet, you will find all the materials necessary to nominate your students and for your students to complete their applications.** They are also available for download either as a PDF or as a click-through form from our website, [www.worcesterart.org/Education](http://www.worcesterart.org/Education). To make the application process easier for students and teachers we HIGHLY recommend students and teachers use the click-through form to type the application, written questions and recommendations. Do not forget to print, sign, and copy the forms before submitting.

You are encouraged to **nominate up to two juniors** from your school. We ask that you return the enclosed "Intent to Nominate" form postmarked no later than December 8, 2009. Completed applications must be postmarked by Friday, January 29, 2010. Please note that the original application materials must be submitted along with three copies; a total of 4 sets in all. **We also advise that you make a fifth copy for the student to keep and that you proofread your students' completed application before submission.**

If you have any questions about Art All-State 2010 the nomination process, or the enclosed materials, please feel free to contact Gillian Bonazoli, Art All-State Manager, at the Worcester Art Museum 508.799.4406, x3072 or at [artallstate@worcesterart.org](mailto:artallstate@worcesterart.org).

Sincerely,

Elizabeth Rudnick, Chairperson  
Art All-State 2010 Steering Committee



## ART ALL-STATE 2010 NOMINATION PAPERS

Dear Art Educator:

Welcome to Art All-State 2010! As the Manager of Art All-State, I am delighted to work with you again this year in preparing for another successful program. In this packet you will find the nomination and application papers for Art All-State 2010, the twenty-third Art All-State!! They are also available for download either as a PDF or as a click-through form from our website, [www.worcesterart.org/Education](http://www.worcesterart.org/Education). We HIGHLY recommend students and teachers use the click-through form to type the application, written questions and recommendations. Do not forget to print, sign, and copy the forms before submitting.

***This packet includes EVERYTHING required to nominate students from your school. There will be no further materials sent to you.***

Please let me know if you have any questions. We welcome your input in our endeavors to maintain the high quality of the program. The enclosed "Intent To Nominate" form should be completed & returned or emailed by **December 8, 2009**. The form also lists 2010 Volunteer Opportunities, including **Student Interviewing**. The success of Art All-State is due, in large part, to the many art teachers who volunteer. We hope you can help this year.

Below is a list of the materials included in this packet.

- **Letters and Timeline**
- **Intent to Nominate Form/Volunteer Information** *(To be returned by December 8)*  
We need your help - over 120 interviewers are needed state wide!!!
- **Some Frequently Asked Questions and Comments about Art All-State**
- **Art All-State Informational Brochure & 2 Art All-State Student Brochures** - Please give these to the student nominees so that they can share information about the program with their parents or guardian, and access the AAS 2010 communication options.
- **Application Checklist**
- **Nomination Packet Cover Sheet** - Copy 4 times along with other application materials. page 1
- **Student Information Form** - To be completed by student. page 2
- **Student Statement** - To be completed by student. page 3
- **Interview Information & Site Selection Form** - To be completed by student. page 4
- **Student Profile Form** - To be completed by art teacher. page 5 & 6
- **Recommendation Form** - To be completed by someone with close personal knowledge of student. page 7
- **Parental Consent/Information Form** - To be completed by parent/guardian. page 8
- **Artwork Form** - Procedures & information regarding submitting digital images & paper printouts. page 9 & 10

**Please reproduce the nomination papers for each student you nominate.** Also remind the students that they must submit an original application and 3 copies. **(A total of 4 sets of papers are required, but we suggest that the student keep a 5<sup>th</sup> copy).** They must also submit **via email in jpeg form** two artworks (#1 Self-portrait and #2 student's choice). **Please review the whole application including the digital images with the student before s/he submits them in.**

Thank you so much for your support of Art All-State over the past twenty two years. The program's success is dependent on the ever-expanding network of art educational professionals who nominate students, act as student interviewers, and volunteer their time, energy, and professional expertise.

Sincerely,

A handwritten signature in black ink that reads "Gillian Bonazoli".

Gillian Bonazoli, Manager, Art All-State, [artallstate@worchesterart.org](mailto:artallstate@worchesterart.org)



## ART ALL-STATE 2010 TIMELINE

Intent to Nominate Flyer postmarked by	December 8, 2009
<b>Completed Nomination Materials postmarked by</b>	<b>January 29, 2010</b>
Interview for Students ( <i>Snow date Match 19</i> )	March 5 or 12, 2010
Notification of Acceptance	April 9, 2010
Registration Materials Sent to Accepted Students	April 9, 2010
Registration Materials & \$125 Registration Fee postmarked by	April 30, 2010
<b>Art All-State 2010</b>	<b>May 28 and 29, 2010</b>

### IMPORTANT INFORMATION FOR ART ALL-STATE 2010

- The cost for **Art All-State 2010** is \$125 per student. **As in past years, if any of your students find the fee prohibitive, please contact the program manager. A limited number of scholarships are available.**
- **Please make sure that your students bring only one work with them to their interview in March.** Only one original piece from each student will be viewed by the interviewers, and students bringing more than one piece will be asked to leave the extra work in the waiting area. Thank you for helping ensure that our selection process is fair and equitable.
- Students nominated **MUST** be available for an interview on either March 5<sup>th</sup> or March 12<sup>th</sup>, 2010.
- Students selected **MUST** be able to attend the entire two days of Art All-State, May 28 and 29, 2010.



## ART ALL-STATE FREQUENTLY ASKED QUESTIONS AND COMMENTS

### ***I wish I could nominate more than two students.***

Each year there are several requests for an increase in the number of students who can be nominated from each school. Every student who is nominated for Art All-State receives an interview. Art All-State currently has ten interview sites across the state that utilize over 120 art education professionals on two days to interview student applicants. Increasing the number of nominations from each school would put a severe strain on this already large and complex network.

### ***If I nominate two students will they both be accepted?***

As the years have passed and word of the program has spread, more and more schools are putting students forward for Massachusetts Art All-State. In light of the increased number of applications, teachers, students, and schools should be aware that it is most probable that only one student from a school will be accepted to attend the late May event. However, two students from the same school are still sometimes accepted.

### ***If my student is not accepted, he/she will be extremely disappointed.***

Art All-State feels very strongly that the application experience which includes preparing a written application, producing artwork, taking images of artwork, gathering references, and attending a personal interview is extremely valuable for *every* student who applies. Art All-State therefore views the impact of the program as going far beyond the 140 students who are selected to attend. Students should be made aware that it is an honor to be nominated for the program. Certificates for every student nominated, recognizing that achievement, are mailed to the schools subsequent to the interview process. Schools are encouraged to award these to the students at a suitable school gathering.

### ***Can't you accept more students into the program?***

There are also frequent requests for Art All-State to accept more students to attend the event. The studio facilities at the Worcester Art Museum are at capacity with 140 students, and the quality of the experience would be diminished for all the participants if more students were accepted.

### ***What type of student should I nominate?***

The question of criteria for selection is frequently asked by teachers planning to nominate students. The criteria are multi-faceted. Ideally we are looking for a blend of students. Students are selected based on their desire to participate; their need for artistic encouragement and exposure; their artistic talent and what they can offer to other student participants by way of enthusiasm, involvement and experience. **Students who are able to communicate well with others and who can meet the challenges of unfamiliar situations do best at Art All-State.**

The best way to understand Art All-State and the type of student who will benefit most from participating is to experience it yourself. Please join us on May 28 and 29, 2010, and see Art All-State in action. Meet some of your fellow art educators from across the state. We really need your help! If you have questions regarding the nomination process or any other aspect of the program, please contact Gillian Bonazoli, Program Manager, at 508.799.4406, x3072 or by email: [artallstate@worchesterart.org](mailto:artallstate@worchesterart.org)



## ART ALL-STATE 2010

### Intent to Nominate Form & Volunteer Opportunities

PLEASE RETURN THIS FORM BY DECEMBER 8, 2009 -

Email: [gillianbonazoli@worchesterart.org](mailto:gillianbonazoli@worchesterart.org) *or*

Mail: Art All-State, Worcester Art Museum, 55 Salisbury Street, Worcester, MA, 01609-3196

**1. NOMINATE - Please fill out this form stating your intent to nominate up to two juniors from your school. Please write clearly and complete all parts of the form. Thank you.**

I intend to Nominate:     1 student     2 students for Art All-State 2010

Your Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

High School Address: \_\_\_\_\_

Street Address

City

State

Zip

Phone Numbers: \_\_\_\_\_

School

Home

Cell

Best way to reach you: \_\_\_\_\_

Has your school ever nominated students for Art All-State before?     Yes     No

Please list other Art Teachers at your School: (*Very important for updating records*)

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Willing to interview:  Yes  No

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Willing to interview:  Yes  No

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Willing to interview:  Yes  No

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Willing to interview:  Yes  No

**2. VOLUNTEER - We really need your help! PDPs are available for volunteering to assist in various aspects of Art All-State 2010. Please consider the following opportunities:**

**Student Interviews**

Each year, over 120 high school teachers from across the state come together in March at regional sites to act as Student Interviewers, assessing students' artistic talents and their need and desire to participate in Art All-State.

Many Interviewers participate on an annual basis, enjoying the opportunity to assist in this successful and worthwhile program, to meet students from other schools, to view their artwork, and to network with their peers.

If you have acted as an Art All-State Student Interviewer in the past, we thank you for your time and support of the program and urge you to remain involved; *we really need your help!* If you have not interviewed before, we encourage you to join us and make this an annual experience in your professional year. *The time commitment for the actual interviews is from 3 to approximately 5:30 pm on your selected interview date.* Prior to the interviews, interviewers are asked to read over and evaluate students' written applications. At the interviews, a panel of three interviewers evaluates the students' artwork and their need and desire to attend the program. The panel then makes a mutual recommendation on each student.

(If multiple teachers are able to interview please copy this form for each teacher)

**Yes, I will act as a Student Interviewer for Art All-State 2010.**

**Name:** \_\_\_\_\_

*Please check the site(s) that is/are most convenient for you. Interviews will take place on March 5 and March 12, 2010. The Program Coordinator will contact you to confirm your involvement in January. In late February you will be sent information on the students that you will be interviewing along with directions to the Interview Site and information about the snow policy.*

**Have you interviewed for Art All-State before?**

**Yes** - How many times? \_\_\_\_\_

**No**, this is my first time

**FRIDAY, MARCH 5, 2010**

- Attleboro**, Bishop Feehan High School
- Bridgewater**, East Bridgewater HS
- Concord**, Concord Carlisle Reg. High
- Pittsfield**, Pittsfield High School

**FRIDAY, MARCH 12, 2010**

- Boston**, Mass College of Art
- Dartmouth**, Dartmouth High School
- Hamilton**, Hamilton/Wenham Reg. HS
- Westfield**, Westfield High School
- Woburn**, Woburn High School
- Worcester**, Worcester Art Museum

*Please note that if you sign up to volunteer as a Student Interviewer we will be counting on you to be available on the date you checked. Please mark it down on your calander NOW and save the day. The closer it gets to the interviews the more difficult is to fill interviewer slots. An interviewer canceling out or not showing results in a panel of only two interviewers. Scores are then averaged out and a third score added, but this is a compromised interview situation for the students.*

**Help Out at Art All-State 2010, May 28 and 29, 2010**

We need help with everything from serving lunch to studio observation and evaluation. *Plus*, if you have never experienced an Art All-State before, we welcome you to come and see the program in full swing to fully appreciate this unique art educational experience. Come for an hour, the whole day, or the whole program. Volunteer opportunities of different lengths are available.

Yes, please contact me about volunteering for AAS 2010:  Friday, May 28  Saturday, May 29  Both

**Overnight Chaperone at Art All-State 2010, May 28, 2010**

At least a dozen overnight chaperones, both men and women, are needed. Students are bused to Clark University dormitories at the end of the Friday Evening Program and bused back again first thing on Saturday morning.

- Yes, please contact me about overnight chaperoning, Friday, May 28, 2010  
*Thank you in advance for this commitment!*

**PDPs**

- Yes, I would like PDPs for my involvement

Thank you for your support of Art All-State 2010!

We look forward to receiving your students' nominations, and thank you for signing up to assist.  
Please direct all questions to Gillian Bonazoli at 508.799.4406, ext. 3072; [gillianbonazoli@worchesterart.org](mailto:gillianbonazoli@worchesterart.org).

*Intent to Nominate Form Page 2*



## ART ALL-STATE 2010 CHECKLIST

This checklist is to help **you**.  
Use it to make sure your application is complete.  
**Only completed applications postmarked by January 29, 2010 will be accepted.**  
**All Forms MUST be Typed**

### WRITTEN MATERIALS TO BE MAILED: TO BE COMPLETED BY EACH STUDENT NOMINEE

- |  |             |
|--|-------------|
| <input type="checkbox"/> Nomination Packet Cover Sheet                       | page 1      |
| <input type="checkbox"/> Student Information Form                            | page 2      |
| <input type="checkbox"/> Student Statement                                   | page 3      |
| <input type="checkbox"/> Student Interview Information & Site Selection Form | page 4      |
| <input type="checkbox"/> Student Artwork Information                         | page 9 & 10 |

### TO BE COMPLETED BY PERSONS OTHER THAN THE STUDENT

- |   |             |
|---|-------------|
| <input type="checkbox"/> Student Profile Form - To be completed by your art teacher.                                    | pages 5 & 6 |
| <input type="checkbox"/> Recommendation Form - To be completed by an adult other than the person completing the profile | page 7      |
| <input type="checkbox"/> Parent Consent/Information Form - To be completed by parent or guardian                        | page 8      |

### **IMPORTANT: PREPARING APPLICATION PACKET FOR SUBMISSION**

When you have completed all the written materials, put the papers in order as numbered.  
Be sure to make **3 copies** of the finished set of papers (giving you a total of 4 sets – the original, plus the 3 copies). Staple each of the sets together, separate from the other sets.  
**On each Nomination Packet Cover Sheet, clearly designate: Original, Set 1, Set 2, and Set 3.**  
**Send all 4 sets. (Suggestion: Make a 5<sup>th</sup> set for you to keep.)**

### OTHER MATERIALS TO BE SENT WITH APPLICATION

- One set of color (paper) images of your two artworks submitted via email

### ARTWORK TO BE EMAILED See Page 9 & 10

- Work #1: Self-portrait
  - Work #2: Student's choice; a work typical of your style, any medium
- Please note that students will be required to bring a **third**, original artwork to their interview in March; see page 4.*

**All materials must be completed and postmarked by January 29, 2010 to be considered.**

Send to: ART ALL-STATE 2010, Worcester Art Museum, 55 Salisbury Street, Worcester, MA, 01609

**TEACHERS: please reproduce all materials for each nominee.**  
**STUDENTS: please TYPE or clearly print in black ink, or use click through form online:**  
[www.worcesterart.org/Education/allstate.html](http://www.worcesterart.org/Education/allstate.html).

Please direct questions to the Program Manager, Gillian Bonazoli,  
at [artallstate@worcesterart.org](mailto:artallstate@worcesterart.org) or call 508.799.4406, x3072.



## ART ALL-STATE 2010 NOMINATION PAPERS

### NOMINATION PACKET COVER SHEET

**NAME:** \_\_\_\_\_  
Last First Middle

**EMAIL ADDRESS:** \_\_\_\_\_

**HIGH SCHOOL:** \_\_\_\_\_

**ART TEACHER:** \_\_\_\_\_

**SELECTED INTERVIEW SITE:**

After reading & completing page 3, enter your selected interview site here.

**1<sup>st</sup> Choice:** \_\_\_\_\_

**2<sup>nd</sup> Choice:** \_\_\_\_\_

**SET:** \_\_\_\_\_

Clearly designate: *Original, Set 1, Set 2, or Set 3*)

**Suggestion: Make a fifth copy for the student to keep and please proof.**



## ART ALL-STATE 2010 STUDENT INFORMATION FORM

To Be Completed By Student

*This Form MUST be Typed*

**Name:** \_\_\_\_\_  
Last First Middle

**Home Address:** \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip

**Email:** \_\_\_\_\_

**Do you access your email account regularly?**  Yes  No

**Home Phone Number:** \_\_\_\_\_  
Area Code and Phone Number

**Gender:**  Male  Female

**Date of Birth:** \_\_\_\_\_  
Month/Day/Year

**Name of Parents or Legal Guardian:** \_\_\_\_\_

**Parent or Guardian's Address:** \_\_\_\_\_

If Different from Above

**Is English your second language?**  Yes  No

**High School:** \_\_\_\_\_

**High School Address:** \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip

**High School Phone Number:** \_\_\_\_\_  
Area Code and Phone Number

**Art Teacher:** \_\_\_\_\_

**Art Teacher's Email:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**List all art courses taken in high school:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## ART ALL-STATE 2010 STUDENT STATEMENT

To Be Completed By The Student. This Form **MUST** Be Typed.

*Please make sure a teacher reads this before it is sent.*

1. Have you done any artwork outside of the high school classroom? Describe it.

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2. Describe any experiences you've had working as a member of a team trying to creatively solve a mutual problem (including but not only art-related experiences).

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3. What inspires you?

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4. Is there an artist who has influenced your artwork? Who is it? How have they influenced you?

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5. Of the two artworks you have submitted, which is your favorite? Discuss your motivation in creating this work and how you felt about it when you were finished. What did you learn from the experience? (Use additional sheets of paper if necessary. Remember to make three copies!)

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6. Choose ONE of the following questions to answer. (Use additional sheets of paper if necessary. Remember to make three copies!)

- A. Write something about yourself that tells us about you as an artist.
- B. Describe an experience that has changed your artwork and/or how you look at art.

# ART ALL-STATE 2010 INTERVIEW INFORMATION & SITE SELECTION SHEET

Every student who is nominated to Art All-State receives a personal interview at one of ten interview sites across the state. At this interview you will be asked to discuss your artwork with a panel of teachers. Interviews will be held in **Attleboro, Concord, East Bridgewater, and Pittsfield** on **Friday, March 5** and in **Boston, Dartmouth, Hamilton, Westfield, Woburn** and **Worcester** on **Friday, March 12**. You should consider the interview site location *and* date and select the most convenient interview site/date for you. Having selected an interview site/date, you can assume that your interview will take place and make arrangements to attend the interview.

**All interviews will take place after 3:00 pm.** You will receive notification of your **exact interview time** by March 1. Directions to the interview site will also be mailed at that time along with information on the snow policy. You are responsible for getting to and from the interview site.

## 2010 Interview Sites and Dates *(Only check ONE box.)*

### Friday, March 5

### Friday, March 12<sup>th</sup>

<b>Attleboro</b> , Bishop Feehan High School		<b>Boston</b> , Massachusetts College of Art	
<b>Bridgewater</b> , East Bridgewater High School		<b>Dartmouth</b> , Dartmouth High School	
<b>Concord</b> , Concord Carlisle Reg. High School		<b>Hamilton</b> , Hamilton/Wenham Regional High School	
<b>Pittsfield</b> , Pittsfield High School		<b>Westfield</b> , Westfield High School	
		<b>Woburn</b> , Woburn High School	
		<b>Worcester</b> , Worcester Art Museum	
<b>Write in Second Choice:</b> _____			

Please select your interview date/site carefully. Once assigned, your interview date, site, and time **CANNOT** be changed. All interviews will take place after 3pm.

### ORIGINAL WORK & COLOR PAPER IMAGES OF ARTWORK

**You are required to bring one easily transportable ORIGINAL WORK to the interview with you. We suggest 2D as opposed to 3D work, and work approximately 18"x 24". Bring only 1 work. Students who bring more than 1 original piece with them will be asked to leave the additional piece(s) in the waiting area. At your interview you will be asked to discuss the two artworks you submit via email and your original work with a panel of art teachers.**

### PLUS

**You MUST also submit one set of COLOR (paper) images of the two artworks submitted via email.**

**Clearly write your Name and your School in the lower right corner of the printout. These will be used if there is a problem viewing your emailed images. See pages 9 & 10.**







**ART ALL-STATE 2010**  
**PARENTAL CONSENT & INFORMATION FORM**

PARENTS/GUARDIANS please complete this form and return it to the Art Teacher.  
*This permission form must be included with the rest of the student's application.*

Your child has been identified as one of up to two candidates from his/her high school to be nominated for Art All-State 2010. Art All-State is an educational conference for high school juniors that will take place on Friday, May 28 and Saturday, May 29, 2010 in Worcester, Massachusetts. Participants will be limited to 140 students from those nominated throughout the state.

It is the purpose of Art All-State to provide high school students in Massachusetts with an educational experience that will permit them to:

- Receive state-wide recognition and encouragement.
- Work with contemporary artists from diverse disciplines.
- Meet a group of peers who share common interests, talents and educational concerns.

- What:** Art All-State 2010
- When:** 8:00 am Friday, May 28, 2010, through 5:30 pm Saturday, May 29, 2010.  
**STUDENTS MUST ATTEND ENTIRE PROGRAM**
- Where:** Worcester Art Museum
- Housing:** Clark University Dorm - Worcester, MA
- Cost:** Non-refundable \$125 per student. Includes housing, meals, and materials. (Fee may be paid by the student, school system, or local organization such as Lions, Rotary, Kiwanis, etc.) The actual program cost is higher but is subsidized by Museum grants & contributions. A limited number of scholarships are also available.

Parents/Guardians will be invited to a special **PARENTS' PROGRAM, RECEPTION & EXHIBITION** of work by their children on Saturday, May 29, 2010, at the Worcester Art Museum. Information and details regarding the Parents' Program will be sent, along with directions, to the parents/guardians of successful nominees in May.

If you have any questions regarding the Art All-State program, please feel free to contact Gillian Bonazoli, Manager, Art All-State at 508.799.4406, x3072 or at [artallstate@worchesterart.org](mailto:artallstate@worchesterart.org).

**PARENT PERMISSION FORM**

I, \_\_\_\_\_, have reviewed the materials shared with me by the teacher/administrators at my child's school. I understand that if my child is selected and chooses to attend, **she/he must attend the entire program on Friday, May 28 and Saturday May 29, 2010**. I understand that my child will be asked to appear for an interview at a regional center in March 2010 as part of the selection process.

Signed: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Students Name: \_\_\_\_\_

# ART ALL-STATE 2010 ARTWORK FORM

Important Information on How to Submit Your Artwork

**PLEASE NOTE ONLY DIGITAL IMAGES SENT BY EMAIL WILL BE HONORED.**

## Procedures for Photographing, Downloading, Saving & Sending Digital Images

- Submit two images only
- Images are to be submitted via email to [gillianbonazoli@worchesterart.org](mailto:gillianbonazoli@worchesterart.org) or [artallstate@worchesterart.org](mailto:artallstate@worchesterart.org).
- The subject line of the email must be written in this form **Art All-State 2010 Submission** *your name* for Spam Filters to recognize it and allow it.
- Students who submit digital images pledge that the images fairly and accurately represent the work and have not been manipulated or altered, with the exception of color and contrast corrections

### 1. Photographing & Downloading Your Work

Familiarize yourself with your camera and run through the process a couple of times before attempting to take the digital images of your artwork. The process for most cameras is as follows, but can be different – please reference your camera’s manual as needed.

- Turn on the camera and set to a close-up or normal setting for taking images.
- Turn off the flash to use natural light.
- Look through the viewfinder to frame your image and press the button to “take” a picture.
- Turn off the Camera.
- Connect the camera to the computer via wire or camera dock; assuming the software has already been downloaded onto your computer.
- Most programs have an auto start feature and will sense the connection. If not, select your digital image program and start it. Follow directions to download images.

### 2. Saving & Naming Images – Images **Must** Be Saved In JPEG Format

- There are many different types of images, and .jpg is often the default image type when downloading images, but some programs do default to .gif, .tif, .bmp, etc. Make sure images are saved as JPEGs.
- Save your IMAGES according to the requirements listed below.
- Make sure that each image is saved as specified.

#### IMPORTANT FILE FORMAT INFORMATION

- **File Type:** jpegs **ONLY** - All images **MUST** be saved as jpegs (.jpg).
- **Image Print Size:** Not exceeding 800 pixels wide
- **Image Quality:** Not exceeding 72 dots per inch
- **File Size:** 1 mega byte or less
- Images **NEED** to be saved in lowercase letters, last name, then first name, separated by an underscore, followed by either 01, (self-portrait) or 02, (student’s choice)

#### **Your Self–Portrait should be saved this way:**

lastname\_firstname01.jpg - Example: smith\_jane01.jpg

#### **Your Choice should be saved this way:**

lastname\_firstname02.jpg – Example: smith\_jane02.jpg

### 3. Emailing Your JPEGs

- Email your 2 jpegs to either [gillianbonazoli@worcesterart.org](mailto:gillianbonazoli@worcesterart.org) or [artall-state@worcesterart.org](mailto:artall-state@worcesterart.org).
- The subject line of the email must be written in this form **Art All-State 2010 Submission *your name*** for Spam Filters to recognize it and allow it.
- Be sure to email your images from an address where you can most easily receive further emails, as we will use this email address to communicate with you further. Be sure to include your name and your school in the body of the email.
- **When we have successfully received your jpeg images and found them readable, you will receive a return email. If you do not get a reply email saying that we have received your images within 24 hours, you should presume that we DID NOT receive them and resend them. If you are still unsure if we received your artwork please call 508.799.4406, extension 3072 to speak to the Program Manager. Your application is considered incomplete until we have received your artwork.**
- If you receive a bounce-back message, please immediately send a plain text message without your jpeg attachments, from your email address to one of the above email addresses, alerting us to the situation. Your email address will then be placed on an allowed white-list, and you can resend your images.

### 4. Color Images of Your Artwork

#### **IMPORTANT:**

In addition to your emailed artwork you **MUST** submit ONE set of printed color images of your artwork. (These can be obtained very cheaply from any CVS or Walgreens.)

**Clearly write YOUR NAME and YOUR SCHOOL on the lower right corner of the printout.**

#### **SUGGESTIONS FOR GETTING THE BEST POSSIBLE SHOT**

- If possible look at the image through the viewfinder so that the image you see is seen through the lens, not the LCD screen.
- Use natural light. You may want to attach the work to a drawing board placed near a large window or placed outside. Keep the sunlight indirect or filtered through a light shade to avoid color distortion and glare.
- Keep the work vertical and hold the camera so that the lens is parallel to the vertical work.
- Get as close to the work as possible while focusing the camera.
- You may use an automatic or manual light reading. Take a couple of different images on each exposure setting so that you will have a variety to choose from. (Overexposing sometimes helps with color clarity).
- When taking images of 3D work, use a solid color backdrop, such as light gray.
- Review your images before sending them in.

#### **JOIN THE ART ALL-STATE 2010 FACEBOOK GROUP!**

Please request to join our AAS 2010 Facebook group [Applying to Art All-State 2010 - Official Group](#). It's a great way to get connected to all things Art All-State, get quick updates on the application process, your upcoming interview and much more.