

## Preparation for Reviewers (Judging)

### Selecting Reviewers:

- It is the job of the Reflections Specialist to invite people to judge. It is highly recommended that 2-3 judges per category are used. If you cannot find that many judges for each category, please be sure that you have at least (more than 3 if possible) judges for the entire program.
- Parents of students with entries in their local Reflections **SHOULD NOT** be judges for their school, especially if their student has an entry in the Reflections program. If you have a group of parents from your school who are willing/able to judge, find a school near you who also has parent judges and swap.
- **Judges information must remain strictly anonymous at all times. Under no circumstances should judges names or contact information ever be given to anyone other than the Reflections Specialist.**
- Potential judges might include:
  - If you are an elementary or middle school; high school students in the arts program or honors programs are fantastic judges
  - Art, literature, dance, film, journalism and music educators or college/university professors
  - Art museum directors, docents, curators or historians
  - Professional photographers and local artist
  - Local symphony orchestra or choral directors, musicians, conductors or composers
  - Local dance conservatory staff, dance studio teachers or ballet choreographers
  - Staff of multimedia/video production companies
  - Newspaper journalists, editors or photographers

### Before distributing artwork for reviewers:

- Make a packet for each reviewer that includes:
- Reviewer instruction information sheet
- Copy of Official Rules
- Rubric
- Scorecard (list of entries in arts category and age division)

Distribute entries and Reviewers packet to reviewers as quickly as possible after collecting the artwork at school. Let reviewers know when you will return to pick them up. Two weeks should be the maximum time given.

