

# THE LEON THEODORE SCHOOLS EXHIBIT

at The 64<sup>th</sup> Annual Winter Park Sidewalk Art Festival

**SCHOOLS EXHIBIT HOURS: FRIDAY & SATURDAY 9 AM - 5 PM; SUNDAY 9 AM - 3:30 PM**

**General Festival Hours: Friday & Saturday 9 am – 6 pm; Sunday 9 am – 5 pm**

## THE DETAILS!

### IMPORTANT INFORMATION TO ASSIST IN YOUR PLANNING

**CANCELLATIONS:** [schools@wpsaf.org](mailto:schools@wpsaf.org)

If you find you cannot participate or no longer need a table, notify us **immediately** so we can provide an opportunity for other students to display their work.

**BOOKMARK:** [www.wpsaf.org/schools](http://www.wpsaf.org/schools)

This link is for use by our exhibiting teachers and is NOT on our public website.

- APPLICATION TO PARTICIPATE, 2023
- AWARD WINNERS, 2023 (to be posted by April 1, 2023)
- AWARD WINNERS, 2022
- DETAILS!
- DIRECTIONS
- DISPLAY PANEL: PHOTO, DIMENSIONS
- DISPLAY PANEL LAYOUTS: Elementary, Middle, High
- EXHIBITING SCHOOLS, 2023
- KIDS' ACTIVITIES
- TABLE REQUESTS, 2023
- TENT ASSIGNMENTS, 2023
- TIPS: from Teachers for Teachers
- VOLUNTEER OPPORTUNITIES: Students, Teachers, Parents, Friends
- Who is LEON THEODORE?!?!?

### **PROBLEMS HAVE BEEN GREATLY REDUCED. THANKS! CONTINUE THE GOOD WORK!!!**

- ❑ **PAPER CLIPS** may be used only if completely removed from the display panels and disposed of properly. Per request of the Winter Park Director of Parks and Recreation, *Paper clips should not be discarded into the grass.* (Imagine lawn mowers flinging metal bits and children playing and falling on such pieces).
- ❑ **STAPLES, NAILS, TACKS** may NOT be used on the tables.
- ❑ **LITTER:** Paper and tape must be removed from display panels, tables, and the surrounding area then placed in the nearby trash receptacles at pick up.
- ❑ **DISPLAY PANELS** may NOT be moved, nor additional display panels added.
- ❑ **SCHOOL ID cards** are the property of WPSAF; please do NOT remove them.

**DISPLAY PANELS:** Displays consist of metal wire screens (37.5"x 72"). (See PHOTO link in BOOKMARK)

**DISTRIBUTION:** There are 8 large tents in which to exhibit the students' works from more than 100 schools. Unless otherwise notified:

**ELEMENTARY SCHOOLS:** **MAXIMUM** of 2 sides

2 display panels/one side only in an approximately 3' x 6' floor space

**MIDDLE SCHOOLS:** **MAXIMUM** of 6 sides

4 display panels/one side only, plus 1 wire screen/two sides in an approximately 3' x 12' floor space

**HIGH SCHOOLS:** **MAXIMUM** of 10 sides

5 display panels/two sides each in an approximately 9' x 9' floor/viewing space.

**K-8 SCHOOLS** will have elementary and middle school display panels, in separate tents unless otherwise notified.

**K-12 SCHOOLS** will have elementary and middle and high school display panels, in separate tents unless otherwise notified.

**SMALLER SCHOOLS** may be assigned fewer display panels; teachers will be notified ahead of time.

**SOMETHING NEW:** Please let us know how many panels you need for your students, up to the maximum number for your school. Contact us at [schools@wpsaf.org](mailto:schools@wpsaf.org) with as estimate by 2/20/2023. Final numbers are due 3/3/2023.

**NOTE: Display panels may NOT be moved; additional display panels may NOT be added.**  
Plan your exhibit with artwork that will fit on the display panels in the configuration as shown on the layout.

**BYO DISPLAY PANELS:** If you have been pre-approved to bring your own free-standing display panels, you are expected to adhere to the number of display panels, the layout design and the amount of space allocated other schools when arranging your display. You must stay within the guidelines. **Your display panels, footers and all the artwork MUST be identified with your school's name.**

**MULTIPLE ART TEACHERS AT ONE SCHOOL:** If there are several art teachers at one school, the teachers will need to consolidate their students' works onto the display panels allotted for that level, i.e., Elementary, Middle or High.

### **LABELS**

Please be sure all work is properly labeled as shown and placed on or under the bottom right-hand corner of the mat or 3D piece. All 2D artwork is to be matted for display. Artwork not labelled correctly cannot be considered for an award. Please PRINT CLEARLY.

**NOTE: PHOTOGRAPHY teachers.** It has been suggested that the MEDIUM section be clarified as follows:

***Photography*** - Images that demonstrate proficiency with photographic techniques. Editing includes minor adjustments including color correction, brightness / contrast and cropping.

***Digital Photography*** - Images that demonstrate proficiency with photography and creative editing techniques. Anything beyond the minor adjustments should be included in this category.

**High schools may use students' full names.**

**Middle and elementary schools may use first names but only last initials.**

**STUDENT NAME:** .....

**SCHOOL:** .....

**GRADE:** .....

**TITLE:** .....

**MEDIUM:** .....

### **SCHOOLS INFORMATION TENT**

This 10'x10' tent is located along the sidewalk between the Schools Exhibit tents and the Museum tents for children's activities.

### **SCHOOL IDENTIFICATION CARDS**

**WPSAF** will attach an 8.5" x 11" horizontal School Identification Card on your school's cluster of display panels. The ID Cards are the property of WPSAF and should remain with the display panels.

**OCPS** requests their schools also use the OCPS-provided signage (roughly 4"x8") on all OCPS exhibits.

K-8 and K-12 schools should use separate ID cards for each level, i.e., ELEM, and MID, and HS.

**NOTE: Tables for 3D artwork will need school signage provided by the teachers.**

### **SET UP SCHEDULE / SHORT-TERM PARKING**

Several short-term parking spots will be made available to you Thursday and until 9 am Friday in the West Meadow parking area located between the US Post Office and Morse Blvd with entrance from New York Avenue. There is absolutely NO parking in the Post Office parking lot. We highly recommend you bring a hand truck and a helper to unload and assist with your setup.

To better accommodate your needs, we suggest this guideline:

Thursday, March 16, 2023

8:00 am - 2:30 pm – anyone

2:30-3:30 pm – high school art teachers

3:30-4:30 pm – elementary school art teachers

4:30-5:30 pm – middle school art teachers

Friday, March 17, 2023

8 – 9 am – anyone (Judging begins at 9 am)

### **BREAKDOWN: 3:30 - 4 pm, Sunday, March 19, 2023**

You may remove your exhibit AFTER, but not before, 3:30 pm. City crews must remove display panels at 4 pm in order to complete their multiple tasks at the end of the Festival. It is a tight schedule for them and therefore for all of us. Your accommodating this schedule in the past has been extraordinary. Thank you!

*Please!*

Be certain we have cell numbers for the parties responsible for removing your exhibit, and that they know their responsibilities regarding breakdown and time limits.

### **REMINDER:**

- **DON'T LITTER! Display panels and surrounding area must be left in good condition without paper clips, tape or other attachments. Use the nearby receptacles for trash and recyclables.**
- **SCHOOL ID CARDS are to remain on your exhibit; they are the property of WPSAF.**
- **Avoid disappointment! Remind your students and parents that the EXHIBIT ENDS AT 3:30 PM SUNDAY. (Closes 5 PM on Friday, Saturday).**

### **STUDENT CERTIFICATES**

Each student exhibiting art work may receive a 2023 WPSAF certificate.

It is helpful to pre-order the number of certificates you require to [schools@wpsaf.org](mailto:schools@wpsaf.org).

In the subject line, place SCHOOL NAME AND # of CERTIFICATES. Your packet will be waiting for you at the Information Tent when you check-in.

**NOTE: Certificates cannot be mailed out after the festival.**

### **SUPPLY LIST** (See TIPS! attachment)

### **TABLES, REQUESTS**

Six (6) foot tables will be set up in Tent #8, the 3-D tent. All entrants are limited to one table per school.

Requests are on a first-come basis and should be made between February 7 and February 15 for the March 2023 Festival. If you find you are unable to use your assigned table, please contact us immediately at [schools@wpsaf.org](mailto:schools@wpsaf.org).

**NOTE: No nails, staples or tacks may be used on the tables.**  
**Teachers must provide a School ID sign for their tables.**

### **TENT ASSIGNMENTS**

Your tent assignments will be sent late February and posted on the SCHOOLS private website and at the Schools Information Tent during the Festival. Assignments are planned for one level (ELEM, MID or HS) per tent unless otherwise notified.

**NOTE: Screen layouts may not be changed. BYO Display panels must adhere to these layouts as closely as possible.**

### **VOLUNTEER**

We offer several opportunities for students (13 yrs. and up), parents and teachers to volunteer during the Festival. Please go online to <https://www.wpsaf.org/support/volunteer/index>. Interact with the artists by volunteering with our artist-care team or help at the Schools Exhibit. It's a great way for your aspiring artists to earn volunteer hours.

### **JUDGING & AWARDS**

- Judging of middle and high school artwork will begin promptly at 9 am on Friday. Award ribbons will be placed on the selected pieces late Friday afternoon and Saturday morning.
- Ribbons include Best of Show, Award of Excellence, Award of Distinction, Award of Merit. We use the same wording used in the main Festival with level equivalent to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> respectively.
- Judges make their decisions using the following criteria: presentation, interest, originality, skill-basic concepts, balance, beauty, intent.

**AWARD RIBBONS** are given regardless of medium as follows:

#### **HIGH SCHOOL RIBBONS (62)**

1 HS Best of Show, 2D \*  
1 HS Best of Show, 3D\*  
10 HS Award of Excellence  
20 HS Award of Distinction  
30 HS Award of Merit

#### **MIDDLE SCHOOL RIBBONS (32)**

1 MS Best of Show, 2D\*  
1 MS Best of Show, 3D\*  
5 MS Award of Excellence  
10 MS Award of Distinction  
15 MS Award of Merit

#### **NUMEROUS HONORABLE MENTION RIBBONS**

### **REMINDERS**

- **ASAP: If you cannot participate, notify us immediately.**
- **ASAP: Pre-order certificates** to [schools@wpsaf.org](mailto:schools@wpsaf.org) with SCHOOL NAME - # of CERTIFICATES in the subject line.
- **ASAP: Please indicate the number of screens you will need, up to the maximum for your school, by Feb 15.**
- **ASAP: Table requests must be made by February 15, first come basis. Please confirm availability before packing your 3D work.**
- Send an informational letter home with the exhibiting students.
- ***Remind parents "schools" closes earlier than the Festival!*** (See first-page header)
- Notify your designated "responsible party" of the critical Sunday 3:30 pm pickup timeframe and responsibilities (clean up, no attachments left on display panels or ground; leave Booth ID; pick up certificates.)
- Have your exhibit checked daily. This is not a responsibility of the Festival.
- Volunteer for the Festival &/or Schools Exhibit at <https://www.wpsaf.org/support/volunteer/index>.
- **Check in** at the Schools Information Tent; **pick up** your certificates.
- This is The Winter Park SIDEWALK Art Festival.

### **COMMENTS**

All comments are carefully considered and are encouraged at any time. Your past comments have been most helpful.

### **QUESTIONS?**

Ask us! Our goal is to create a good experience for you and your students that highlights your school's art program and your students' works.

CONTACT US: [schools@wpsaf.org](mailto:schools@wpsaf.org)

VIEW INFORMATION: [www.wpsaf.org/schools](http://www.wpsaf.org/schools)

*We look forward to working with you. Your involvement and your cooperation are greatly appreciated.  
Your 2023 WPSAF Schools Committee*

### **THANK YOU**

**\* for providing gift certificates to each of the Best of Show winners! \***

#### **Art Systems of Florida**

1740 State Road 436, Winter Park, FL 32792; 407-679-4700

[www.artsystems.com](http://www.artsystems.com)

and

**\* for giving a family membership to each of the Best of Show winners! \***

#### **Charles Hosmer Morse Museum of American Art**

445 N. Park Avenue, Winter Park, FL 32789; 407-645-5311

[www.morsemuseum.org](http://www.morsemuseum.org)

and

**our heartfelt gratitude to the Joe and Sarah Galloway Foundation,  
Orange County Public Schools, and  
the Winter Park Sidewalk Art Festival Foundation  
for their continued support of this impressive exhibit.**

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