

# Art and Photography Judging Suggestions for the Creative Festival Coordinator

## 1. Receiving, Checking and Coding Entries

Upon receiving the entries from the various churches, open each package and check the entries for any missing information or errors and make sure everything agrees with the information on the *Record of Participants* form which accompanies the entries in each package.

*For example, a student's grade is not listed. You would then need to contact the person at the church who packaged the entries to determine the student's grade so his or her entry could be judged.*

If you wait until the day of judging, you most likely will not be able to obtain this information and the student's entry would have to be disqualified.

**Parish Code.** Some coordinators have found that it's helpful to assign a code letter to all entries from a particular parish which will assist them later when re-packaging after judging.

*For example, the first box you open is from St. Nicholas Cathedral, Brooklyn. All those entries may be labeled "A" on their Standard Identification Forms. The second box you open is from St. George Church, Washington, DC. All those entries would be labeled "B" on their Standard Identification Forms.*

Keep a record of the code letter of each parish for reference, along with the total number of entries from each parish. After you have checked and coded all entries, return the entries and the accompanying *Record of Participants Form* to the box or envelope from which it came. Keep all packaging intact. After judging, the entries will need to be put back in their original boxes or envelopes and eventually taken to the Parish Life Conference where they will be displayed. All entries from the same church will be displayed together.

## 2. Securing Judges

Secure three judges, preferably a few months in advance of the actual judging. One judge should be a member of the clergy, not from the Coordinator's parish. If possible, try to obtain a member of the clergy

from another Jurisdiction. The other judges should have some expertise in the area being judged. If possible, try to obtain lay judges who are Orthodox Christians. If this is not possible, you may use one judge who is not Orthodox, such as an art teacher, a professional photographer, etc.

Three judges are ideal, but in case of emergency, or if the total number of entries is very low, judging can be conducted with only two judges.

## 3. Location, Date, and Time of Judging

Decide on a location, date and time for the judging. The judging can take place anytime after April 1<sup>st</sup>. In most cases, it's best to schedule the judging a week or two after Pascha. If you plan on using your church or parish social hall, discuss this with your priest well in advance to insure that the date and time you're interested in are available. Check with the judges to see if this date and time will work for them.



## 4. Setting Up the Entries

If you have a lot of entries you may want to set them up the day before judging, if possible. All entries must be separated by grade (the only exception would be if you have only a few high school entries, which could be judged as a group.) Consider making up index cards in advance labeled in large print, "Grade 1" "Grade 2" etc. If using the parish social hall, you can spread out the entries on tables, using the index cards to identify the grade. If using the church, entries can be placed upright on the pews or chairs, which can serve as "easels" for the art or photography, using index cards to label the rows. [See photo illustrations.]

## 5. Supplies

From the record you have kept under step # 1, "Receiving Entries," you should know how many entries you have from each parish. Add up the number of entries from each parish to obtain the total number of entries in the Festival overall. (Keep a record of that number as you will need to report it to your Creative Festivals Chair at a later date.)

**Rubric Sheets.** You will then need to make copies of the judging rubric so you have one copy of the rubric for each of the judges for each piece of artwork or

photography. Remember that there are two rubrics per page.

*For example, if you have 50 entries and 3 judges, you will need 150 copies of the rubric. Therefore, you will need to make 75 copies of the rubric page and cut each page in half to obtain 2 rubrics.*

Print 3 copies of the Creative Festival theme and logo for the judges. Have pens available for the judges along with pen, pencil, paper and post-it notes for your own use.

### 6. Conducting the Judging

Give each judge a copy of the theme and the correct number of rubrics he or she will need to use, along with a pen. Have them review the theme and rubric. Answer any questions. Explain that each judge will complete a rubric for each entry and write the total number of points on the form. If you're using tables, they will then lay the 3 completed rubrics on top of that particular entry, or if you're using chairs as "easels," they will place the completed rubrics on the chair containing that particular entry.

You (or a helper) will then add up the points from the three rubrics to obtain a total score and write that number on the line next to the "S" on the *Standard Identification Form* in the section labeled "For use of Festival Coordinator" on the back of the entry. Leave the entry face-down once it has been judged. Begin judging with grade one, so the judges will be able to see the progression of the students' abilities as they get older and have a better understanding of the level of proficiency at different age levels. All judging must be

conducted while keeping the age of the students in mind.

After all the entries in a particular grade have been judged, the Coordinator finds the 3 highest scoring entries. **The judges should not look at the back of the entries and should not know the students' names or parishes.** Check to make sure the entries have achieved the Gold or Silver level. The maximum score that can be achieved is 48 points. Here are the scoring levels:



43-48	Gold
36-42	Silver
1-35	Bronze

If you find that more than one student has achieved the same score, you will have to do an elimination round.

*For example, if the highest score achieved was 45 points and 5 students had that score, you would need to have the judges confer or vote on those 5 entries in order to choose 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place.*

The Coordinator can place a post-it note on the front of the winning entries in each grade, labeling them 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>. If time permits, the Coordinator can write down the name, grade, and parish of the winning students. If there is not enough time, the names, grades, and parishes of the students can be recorded later.

If an entry does not receive a total of at least 36 points, then 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place should not be awarded.