

# 2020 Bergen County Teen Arts Festival

Sponsored and Organized by the  
Bergen County Division of Historic and Cultural Affairs

Liaison Information Packet  
Preliminary Registration / Invoice Form

Friday – May 15, 2020  
8:30 a.m. to 3:30 p.m.

Bergen Community College, Paramus, N.J.

October 9, 2019

TO: 2020 Teen Arts Festival Liaisons

FROM: Cynthia Forster, Director

Bergen County Div. of Historic & Cultural Affairs Bergen County Teen Arts Festival

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We are pleased to announce that the 45<sup>th</sup> Annual Bergen County Teen Arts Festival will be held on Friday, May 15, 2020 from 8:30 AM until 3:30 PM at Bergen Community College, 400 Paramus Road, Paramus, N.J. Preparations are well under way and the application process is beginning.

**This document contains your General Information and the Preliminary Registration Form (which also serves as an invoice for your school business office). The Final Application Forms for each of the six arts areas will be sent by email to all School Liaisons and will be posted at: <https://www.co.bergen.nj.us/cultural-historic-affairs/teen-arts-program> (or by googling "Bergen County Teen Arts Festival). Final Applications will be mailed to any school that is unable to access them.**

Remember, if just a middle or high school is attending, the fee is \$400. If students from both middle and high schools are attending, the fee is \$800. Of course the \$800 fee means you have double the performance slots and more students will be able to attend the 35+ workshops that are presented each year.

The Preliminary Registration Form should be emailed or mailed back to us as soon as you receive approval from your administration to attend the festival. You do not need to wait for your Purchase Order to be issued to send the Preliminary Registration Form. Please do not forget to order your busses in a timely manner to insure your transportation arrangements for May 15!!!

Please play close attention to the deadlines listed in this packet. These dates have been established to allow for efficient organization and scheduling of our program. The festival will be a more effective celebration of the arts in Bergen County if all schools adhere to the guidelines listed herein.

Our offices are located in the Bergen County Administration Building at:

Bergen County Teen Arts Festival  
Division of Historic & Cultural Affairs  
One Bergen County Plaza – 4<sup>th</sup> Floor  
Hackensack, New Jersey 07601-7076  
Office telephone: (201) 336-7276.  
Email: [cforster@co.bergen.nj.us](mailto:cforster@co.bergen.nj.us)  
FAX: (201) 336-7262.

Please note the following for 2020:

1. The Bergen County Teen Arts Festival date frequently coincides with the last day of the Advanced Placement Testing. Our date is controlled by the Bergen Community College calendar. This year the Advanced Placement tests on Friday, May 15, 2020 are Microeconomics, Computer Science A, Latin and, unfortunately, Music Theory. Please plan accordingly.
2. Due to the popularity of the festival and the continued increase in requests to perform, some groups last year were asked to perform very early or very late in our day. Large Group Theater performance slots were reduced in time to fit as many groups in as possible. This year, we will be taking steps to give every group adequate and reasonable time slots. Therefore, APPLICATION SUBMISSION DEADLINES WILL BE ADHERED TO MORE STRICTLY. Late applications may not be honored and groups may be turned away.
3. With the cooperation of the weather, outdoor performance sites and workshops will return to the festival in 2020.
4. The online presence of the festival will continue to expand. Again this year our full program will be available as a mobile-friendly website. Students and teachers will be able to access times and locations of critiques and workshops through their web-enabled devices. Certain additional information on the festival may only be accessed online.
5. Small Group Vocal Music and Piano Performance sites will not be combined this year. They will have separate critique sites so more performances will be possible.
6. A new "Spotlight Performance" site will be established in the cafeteria. Groups in Dance, Music, and Theater who are participating in the critique process may volunteer for a second public performance in this environment. Watch for more specific information on this new event at the festival later in the year.
7. Video and Creative Writing entries will continue to be submitted digitally. Continued refinements in the Creative Writing submission process will be made.
8. Allowing all students to attend the workshops that they are interested in continues to be one of our biggest problems. Students frequently are "shut out" of their workshop choices. We will expand the use of entry tickets for many popular workshops. Students who are on line to attend workshops that are typically over-subscribed will be issued tickets by the workshop volunteer. It is hoped that this will prevent students from waiting on line for a workshop only to be denied entry due to space limitations. However we cannot guarantee a place for everyone at all workshops.
9. We will continue to renew and refresh our workshop line-up while retaining favorite workshops from the past several years. Over 15 new and exciting workshops have been suggested by our Planning committees. Please watch for our new workshop line-up early next spring.
10. We will continue to make our critique process as effective as possible. Recorded critiques, amplified critiques and written critiques will be used appropriately at various sites.
11. Upon the recommendation of the Dance Planning Committee, Small Dance groups will now be 7 students or less (instead of 5) and Large Dance groups will be 7 students or more.
12. The very successful Art Show will remain in the Art Gallery in West Hall.

13. Sponsoring teachers should be careful about the number of students participating in Small Group Performance sites. Sending groups with too many participants to these sites decreases the effectiveness of those critiques and creates an uncomfortable situation for all.
14. Each school is required to supply two volunteers to assist at the festival (or pay an "in lieu of" fee). Teachers or parents are acceptable volunteers. As our festival grows, the assistance of volunteers becomes a more important element in the success of our program. Schools are encouraged to send volunteers who are interested in being an active part of the Teen Arts Festival. Volunteers who will not monitor attendance at workshops or assist with student control or assist workshop or critique artists are of limited help. Please inform your volunteers that we need them to be active participants in the festival rather than observers. Several steps will be taken this year to increase communication and supervision of volunteers to make this process more effective.

**Please note - all forms, Preliminary, Final or Information – have once again been created with PDF "Text Fields". You may complete the forms by typing directly into them or printing them out and completing them by hand.**

The entire Teen Arts Festival Application Form Packet is available as a download from the county web site at: <https://www.co.bergen.nj.us/cultural-historic-affairs/teen-arts-program> (or by searching "Bergen County Teen Arts Festival"). If you have any questions, please let us know. We look forward to working with you again, and thank you for your continued support.

Cynthia Forster, Director  
Bergen County Division of Historic & Cultural Affairs  
Bergen County Teen Arts Festival

## DEADLINE DATES

Arrange busses for Friday, May 15, 2020.....	As soon as possible
Preliminary Registration Form due.....	November 15, 2019
Voucher for school registration fee (\$400 per building) for us to sign & return.....	November 15, 2019
Final Application Forms due.....	January 17, 2020
Insurance certificate due (from your insurance company).....	February 12, 2020
Registration fees due (\$400 or \$800).....	February 12, 2020
Changes or additions to final applications submitted by January 17.....	March 6, 2020
Volunteer Information due (2 from each school)*.....	April 10, 2020
Creative Writing entries due in our office*.....	April 10, 2020
Video entries due in our office*.....	April 17, 2020

\*If the April dates conflict with your school's Spring Break, it is your responsibility to submit the required materials prior to the deadline date, not afterwards.

Please note that the earlier you send in your final application forms, the better chance you have of getting a preferred time slot for performances. Also, the Creative Writing and Film & Video Final Application forms should be sent in with the rest of the final application forms in order to schedule critique times before the program is sent to the printer. The actual writing or film entries are not needed until the deadline dates indicated above.

If you have any questions, please call (201) 336-7276.

## General Instructions

Enclosed are General Information and your *Preliminary Registration Form & Invoice*.

*Preliminary Registration Form.* Please return to the Teen Arts office by November 15, 2019. This form will advise us that your school intends to participate in the festival and will allow us to determine how many workshops and critiquers will be needed.

*Voucher for payment.* If you are paying the registration fee by purchase order please send a voucher as soon as possible in the amount of \$400 for us to sign and return to your board office for payment by February 12, 2020.

*Insurance Certificates* covering your school/students on the festival date in the amount of one million dollars should be in our office by February 12, 2020. **The Certificate must show the insured as Bergen Community College, 400 Paramus Road, Paramus, N.J. AND also the Bergen County Department of Parks, Division of Historic & Cultural Affairs, One Bergen County Plaza, 4<sup>th</sup> Floor, Hackensack, NJ 07601 as additionally insured.**

*Final Application Forms* that tell us what genres your students will be entering, the amount of art you expect to display, and your arrival and departure times on festival day. Final Application Forms will be emailed to all School Liaisons and will be available on our webpage: <https://www.co.bergen.nj.us/cultural-historic-affairs/teen-arts-program> This information assists in the creation of effective schedules. Every effort is made to schedule performances during the times YOU indicate on these forms. **DUE BY JANUARY 17, 2020.**

*Volunteer names and addresses* are very important for a smooth-running festival, and must reach our office no later than **April 10, 2020**. It is imperative that we receive this information early, as the volunteer schedules have to be determined and a letter sent to each volunteer at their homes several weeks prior to the festival date explaining their duties on festival day. Each attending school is required to supply two (2) volunteers to assist us on the festival day. Please be sure that we get the names and addresses on time.

*Chaperones.* Each attending school will be asked to have at least one chaperone or teacher for every 25 students in attendance at the festival with a minimum of two. This can be teachers, para-professionals, or parents. This number does not include the 2 volunteers that are required to help manage the festival. Names and contact telephone numbers of chaperones will be collected on the day of the festival.

*Creative Writing entries:* Although the actual entries are not due until **April 10, 2020**, we do need the Final Application Form returned to us so that we may schedule your school for a critique time. This single page should list the total number of submitted work. Please forward the Final Application Form to us by the **January 17, 2020** deadline date.

*Video entries:* Again, the actual video entries are not due until **April 17, 2020**, but we do need the Final Application Form returned to us by **January 17, 2020** indicating your school will be submitting entries. This allows us to schedule critique times for you prior to the program going to the printer in March. Please do not list your school if the video entry will not be ready in the seven months from school opening until the deadline date.

THE REGISTRATION FEE ENTITLES EACH PARTICIPATING SCHOOL:

10 Creative Writing Entries	Each with a four-page limitation. Please adhere to the guidelines in the final application.
1 Dance Entry – Large Group	Any type group (over 7 students)
1 Dance Entry – Small Group	Any type Solo/Duo/Small (up to and including 7 students)
2 Film & Video Entries	Any type and length
1 Instrumental Music Entry- Large Group	Jazz Band, Rock Band, Concert Band, Orchestra, String Ensemble over 10 students
1 Instrumental Music Entry - Small Group	Solo/Duo/Small Group up to 10 students – multiple performances permitted but each entry must not exceed 10 minute limit
1 Piano Entry	Solo Piano Performance
1 Vocal Music Entry - Large Group	Vocal Ensemble over 10 students
1 Vocal Music Entry - Small Group	Solo/Duo/Small Ensemble up to 10 students - multiple performances permitted but each entry must not exceed 10 minute limit
1 Theater Entry – Large Group	Large Ensembles including musicals, over 5 students
1 Theater Entry – Small Group	1 Solo/Duo/Small Ensemble up to and including 5 students
10 Visual Art Entries	Must fit on a 6' x 6' panel. Total number includes sculpture (3-D). 3-D works will be placed on tables

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All entries beyond those which are listed above are \$20 per STUDENT or ITEM. For example, an additional choral group of 12 students performing in large vocal music would be an additional \$240. Over 10 submissions in creative writing, the cost would be \$20 per each additional entry. If you have extra art, either 2D or 3D, the fee is \$20 per piece. The above also depends upon space and time being available in order to accept the additional performance or critique entries. Purchase orders or checks for these additional entries must be received by Teen Arts by March 6, 2020 **prior to the program being sent to the printer.**

2020 Bergen County Teen Arts Festival

**PRELIMINARY REGISTRATION FORM &  
INVOICE  
for Registration Fee of \$400.00 per school building.**

**Note: Checks and/or vouchers should be made out to:  
"BERGEN COUNTY TEEN ARTS FESTIVAL"  
PLEASE RETURN THIS FORM BY NOVEMBER 15, 2019.**

**This form may be completed by typing directly into it or printing it out and completing by hand.**

School Name: \_\_\_\_\_

School Phone & Ext. ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

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Liaison Name: \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

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Principal's Name: \_\_\_\_\_

Superintendent's Name: \_\_\_\_\_

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Please return this original form to the Teen Arts office by email or hard copy (addresses below). Also send a voucher for signature for payment in the amount of either \$400 for each school attending the festival. Middle schools and high schools from the same district should be considered as two separate entries. Please be sure to send a copy of the Insurance Certificate covering your school's attendees on the festival day – **Friday May 15, 2020.**

**If your business office needs an invoice, consider this form as such and after completing the above information, make a copy for them, and send the original back to Teen Arts. Mail to:**

Bergen County Teen Arts Festival  
Bergen County Division of Historic & Cultural Affairs  
One Bergen County Plaza – 4<sup>th</sup> Floor  
Hackensack, New Jersey 07601-7076

Or email to: [cforster@co.bergen.nj.us](mailto:cforster@co.bergen.nj.us)



# 2020 Bergen County Teen Arts Festival

Sponsored and Organized by the  
Bergen County Division of Historic and Cultural Affairs

## Liaison Final Application Forms

Friday – May 15, 2020  
8:30 a.m. to 3:30 p.m.

Bergen Community College, Paramus, N.J.

## 2020 Bergen County Teen Arts Festival

### FINAL APPLICATION FORMS DEADLINE IS JANUARY 17, 2020

Mail completed applications to:  
Administrator, Teen Arts Festival  
Bergen County Division of Historic & Cultural Affairs  
One Bergen County Plaza – 4<sup>th</sup> Floor  
Hackensack, New Jersey 07601-7076

Or email to: [cforster@co.bergen.nj.us](mailto:cforster@co.bergen.nj.us)

### APPLICATION AND INSTRUCTIONS

*To be completed by teachers and returned to liaisons. The liaison must return all final application forms to the Teen Arts office by the deadline date – **January 17, 2020.***

Read and follow all guidelines carefully.

A list of all teachers and chaperones attending the festival must be submitted when you check in the morning of the festival but not before.

Arrival and departure times must be accurate. Students will be scheduled to perform between the times you indicate on the application form.

Names, addresses, and school names must be spelled out in full.

Be sure to return the Final Application Cover Sheet and Summary Information along with the final individual arts area forms for all arts areas that the school is entering.

All performing students are asked to arrive at their performance site two time slots prior to their performance time in order to keep the entire schedule running on time.

**Final Application Form Cover Sheet**

**2020 Bergen County Teen Arts Festival  
Final Application Forms – Due January 17, 2020**

**This form may be completed by typing directly into it or printing it out and completing by hand.**

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School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Liaison Name: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

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**PLEASE BE SURE TO SEND THIS FORM BACK WITH YOUR FINAL APPLICATION FORMS**

## 2020 Teen Arts Festival Final Application Forms Summary Sheet

This form may be completed by typing directly into it or printing it out and completing by hand.

School Name: \_\_\_\_\_

We will be arriving at the festival at \_\_\_\_\_ a.m.

We will be leaving the festival at \_\_\_\_\_ p.m.

**Our students will be performing or submitting work in the following categories:**

Art (10 Entries permitted)      Number of 2D \_\_\_\_\_ Number of 3D \_\_\_\_\_ Total Art \_\_\_\_\_.

Creative Writing (10 separate entries permitted) Total Creative Writing \_\_\_\_\_  
(Actual entries are not due in our office until April 10, 2020)

Film & Video (2 separate entries permitted) Total Film & Video \_\_\_\_\_  
(Actual entries are not due in our office until April 17, 2020)

**One entry permitted in each of the following categories:**

\_\_\_\_ Small Group Dance, 7 students or less, 10 minute time limit

\_\_\_\_ Large Group Dance, more than 7 students, 10 minute time limit

\_\_\_\_ Small Group Instrumental Music, 10 students or less, 15 minute time limit

\_\_\_\_ Large Group Instrumental Music, more than 10 students, 20 minute time limit

\_\_\_\_ Piano Performance, solo, 15 minute time limit

\_\_\_\_ Small Group Vocal Music, 10 students or less, 15 minute time limit

\_\_\_\_ Large Group Vocal Music, more than 10 students, 20 minute time limit

\_\_\_\_ Small Group Theater, 5 students or less, 15 minute time limit

\_\_\_\_ Large Group Theater, more than 5 students, 15 minute time limit

PLEASE BE SURE TO SEND THIS FORM BACK WITH YOUR FINAL APPLICATION FORMS

2020 Teen Arts Festival Volunteers

Please note that each participating school is required to supply two (2) volunteers, who will be assigned to assist the Teen Arts Staff on the festival day. Each volunteer will work approximately 3 hours and be assigned to a specific workshop, exhibit or critique site. They will have the rest of the day without an assignment. Teachers or parents are acceptable volunteers. If teachers are submitted as volunteers, they will not be able to chaperone students from their home schools during their assignment time(s). If you cannot supply any volunteers, please remit a voucher for payment to the Teen Arts Festival in the amount of \$50 for each volunteer not being supplied. If you are sending both middle AND high school students, then your schools must supply 4 volunteers. Instructions will be mailed directly to the volunteers at the addresses listed below. We do not need telephone numbers.

As our festival grows the assistance of volunteers becomes a more and more important element in the success of our program. Schools are encouraged to send volunteers who are interested in being an active part of the Teen Arts Festival. Volunteers who will not monitor attendance at workshops or assist with student control or assist workshop or critique artists are of limited help. Please inform your volunteers that we need them to be active participants in the festival not observers. Several steps will be taken this year to increase communication and supervision of volunteers to make this process more effective.

**This form may be completed by typing directly into it or printing it out and completing by hand.  
This form is due in the Teen Arts Office no later than April 10, 2020.**

School Name: \_\_\_\_\_

Liaison Name: \_\_\_\_\_ Phone & Ext. \_\_\_\_\_

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1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

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2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

## 2020 Bergen County Teen Arts Festival

# **CREATIVE WRITING APPLICATION FORMS AND INSTRUCTIONS**

This section includes:

1. Creative Writing Application Instructions – Please read carefully
2. Creative Writing Application Form – To be returned to your school liaison for return to Teen Arts by January 17, 2020
3. Creative Writing Final Summary Form – To be submitted by April 10, 2020
4. Creative Writing Critique Form – Please complete identifying information in top section and submit a separate form for each student submission by April 10, 2020

**CREATIVE WRITING APPLICATION INSTRUCTIONS**  
**2020 Bergen County Teen Arts Festival**

The application form is due on **January 17, 2020**.

The actual entries are due to be submitted no later than **April 10, 2020**.

**Entries will be submitted online by emailing them to BCTACW or mailing them to our offices.**

Your registration fee entitles you to submit 10 entries

1. **Each entry should be a maximum of four (4) letter size pages in length. Please use a font no smaller than 12 point. Margins should be 1" on all four sides.**
2. **Please identify each work with the student name and school in the title of the file.**
3. **Please identify each work with the full name of the student, age, grade, and school at the beginning of the file.**
4. Teachers are encouraged to submit examples of imaginative student writing rather than expository essays.
5. Students may submit as many selections in any genre as will fit in 4 pages. Indicate the genre on the Critique Form.
6. Original works are accepted in poetry, short story, flash fiction, drama or novel excerpts.
7. Please complete the Creative Writing Summary Form that is included in this packet and submit it along with the student entries.
8. A Critique sheet is included in this packet so that you can show students what elements are used in the critique. However, **NEW THIS YEAR**, you do not have to complete Critique sheets for each student. That will be done by the Teen Arts office.
9. Share entries to [BCTACW@gmail.com](mailto:BCTACW@gmail.com) from your Google Drive or email them as attachments to the same address. Please include your Summary Form and one Creative Writing Critique Form for each student entry. Alternately, entries may be mailed to our offices.
10. All written critiques will be returned to the students after their scheduled meeting with the critiquer at the festival. If students do not attend the critique session their critiques will be returned to the school liaisons.
11. Schools that submit less than 10 entries may be scheduled for a shorter critique session to permit all students the most effective critique.
12. One of the most positive aspects of the festival is its ability to have professional artists and educators critique work and give an unbiased, honest, evaluation of their entries. With that in mind, these same students should be encouraged to attend not only the critique session for their school, but should be confident enough to attend the open microphone, "The Poet's Voice" workshop and read their entry to their peers.

**Additional entries over those included in your school Registration Fee will be accepted as our schedule permits. The fee for additional entries is \$20 each.**

## Creative Writing Application Form 2020

**This form may be completed by typing directly into it or printing it out and completing by hand.**

Be sure to fill out this form completely and legibly. Return it to your school liaison.

All final application forms must be sent by **January 17, 2020** so that we can effectively schedule your school for a critique time slot.

The actual Creative Writing entries, the Summary Form and Individual Critique Forms are NOT due until **April 10, 2020**.

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

Sponsoring Teacher: \_\_\_\_\_

Sponsoring Teacher's email address \_\_\_\_\_

Number of Creative Writing entries that will be submitted \_\_\_\_\_

Time with critiquer on day of the festival will be adjusted if number of entries varies from the usual 10.

Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in the Creative Writing critique. In addition, let us know of any other specific scheduling issues that you might have.

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## Final Creative Writing Summary Form, 2020

This form may be completed by typing directly into it or printing it out and completing by hand.

Please email entries, Critique Forms with identifying information completed (not the critique) and Summary Form to [BCTACW@gmail.com](mailto:BCTACW@gmail.com) by April 10, 2020.

Please list each title and author for all the creative writing entries that you are submitting for critiquing. The professionals who will be critiquing the entries will be given access to your submissions shortly after the April 10 due date. They read and compose a written critique of each student's work. On the day of the festival, each school that submitted entries will be assigned a time slot in order to have the authors meet with the professional who has done their critique.

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

Sponsoring Teacher: \_\_\_\_\_

	Author's Name	Genre (Drama, Short Story, Poetry, Novel Excerpt, etc.)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

**Creative Writing Critique Form**  
**2020 Bergen County Teen Arts Festival**

	Strong	See Comments Below
FOCUS (Shows; doesn't tell)		
FORM (Demonstrates an awareness of structure. Narrative/Dramatic Arc)		
DICTION (Precisely chooses words. Uses compressed language. Rhyme (feels forced?) Uses other auditory effects.)		
TECHNICAL ASPECTS (Spelling, Punctuation, etc.)		
VOICE (Characters speak/act consistent with the established world of the selection. Uses language appropriate to subject, theme, historical period, etc.)		
ORIGINALITY (Shows unusual perspective, vision)		

COMMENTS: (continued on reverse, if needed)

Critiquer's Name: \_\_\_\_\_ Date: May 15, 2020

## 2020 Bergen County Teen Arts Festival

# **DANCE APPLICATION FORMS AND INSTRUCTIONS**

This section includes:

1. Dance Application Instructions – Please read carefully
2. Small Group Dance Application Form –  
To be returned to your school liaison for return to Teen Arts by January 17, 2020.
3. Large Group Dance Application Form –  
To be returned to your school liaison for return to Teen Arts by January 17, 2020.

## DANCE APPLICATION INSTRUCTIONS

### 2020 Bergen County Teen Arts Festival

The final application form is due on **January 17, 2020**.

You are permitted one entry in both small and large group dance.

Small Group Dance is for **7 (change in number for this year)** or fewer students. Each entry is permitted 10 min. It is suggested that your performance take no more than 5 min. to allow for the students to receive comments from the professionals who will be critiquing their performance.

Large Group Dance is for more than **7 students (change in number for this year)**. Again each entry is permitted 10 minutes but it is suggested that your performance take no more than 5 minutes to allow for the critique.

The Teen Arts Festival is an opportunity for the students to share and perform a finished piece of original, faculty, or student choreography in a studio or formal theater setting. Kindly consider the following guidelines when submitting a piece for the critique/review process. In an attempt to maintain the high standards of the festival, we are providing these guidelines to facilitate appropriate subject matter. All art is about choice and when students are preparing for the festival, careful consideration should be given to the following:

1. The Teen Arts Festival is NOT a competition. It is a learning experience to expand and enhance the knowledge of dance and performance. Critiques are offered to deepen the understanding of dance performance, to determine what works and doesn't work on stage, and to point the dancers, choreographers and advisory in new and challenging directions. All who participate are "winners."
2. Gymnastics, lip-syncing, baton twirling and cheerleading are NOT eligible. Dance expression, however, takes many forms. Some stylistic elements or aspects of other activities, if incorporated in a dance as an artistic statement, are acceptable. When in doubt, ask "Am I making an artistic statement and does it reflect a point of view?"
3. Arrange for a showing of the piece for other students or faculty members and seek input. Often their informal critiques can help assist dance groups and soloists for performances at the festival. Original choreography is encouraged. Please remember: *Your students are representing your school and your community.* Be prepared to show choreography for audiences who might be middle school students. Dances that are inappropriate in content, choreography or costuming will be asked to stop.
4. Appropriateness of music/sound should also be considered. Music without lyrics is preferred. If the music contains lyrics, please be aware of its content. Please refrain from explicit or disturbing lyrics. Instrumental music is preferred.

5. Costume/Make Up – If working as a group, please try to show a unified look on the stage. Costuming may be simple, but appropriate. Refrain from cleavage-baring or otherwise revealing costumes. Good taste never goes out of style. School officials should monitor student presentations.
6. **BE PROMPT.** Please make sure dancers arrive with sufficient time to prepare to perform at their scheduled time. Schedules will be sent in April of 2020. No time or facility will be provided for rehearsal or run-through. **Students who are not ready at their scheduled time will only be allowed to perform at the end of the dance showcase, IF time allows.**
7. Musical Theater entries can be submitted in either Theater or Dance. The entry must conform to the time limit including set-up and break-down time. Be sure to mark your Final Application Form accordingly to indicate “Musical Theater.”
8. Please be certain that the school’s liaison has the correct information for all dances. Please return the Final Application Form to the Teen Arts office and keep a copy for your files.
9. Please have someone from your organization deliver your music media to the booth at the back of the Theater at least one group prior to your performance. Label it appropriately. Although the staff at Bergen Community College is very responsible in providing us with various methods of music playback including CD, mp3 players and Ipod connections, it is strongly suggested that all performing groups supply a back-up method for the playback of their music. If you are using an Ipod, a CD backup would be advised, if it is a CD, then a digital recording would provide your back-up.

The above guidelines are meant as a reference tool to assist you in your rehearsal and planning for the festival performance. We look forward to welcoming you and seeing you perform on May 15, 2020.

**Additional entries over those included in your school Registration Fee will be accepted as our schedule permits. The fee for additional entries is \$20 per student.**

## Small Group Dance Application Form 2020

Submit one form per school. Return it to your school liaison. All Application Forms need to be in the Teen Arts office by **January 17, 2020**. **Your registration fee entitles you to one performance each in small and large group performance.** You may not send two groups in any one category without paying the additional required fees.

**This form may be completed by typing directly into it or printing it out and completing by hand.**

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

Teacher/Advisor: \_\_\_\_\_

Teacher/Advisor's email address \_\_\_\_\_

Small groups (solos/duets/trios) – **7 students or less (new number for this year)**, 10 minute time limit

Title of Dance \_\_\_\_\_

Choreographer \_\_\_\_\_

Music/Composer \_\_\_\_\_

Duration (in min.) \_\_\_\_\_

Number of Dancers \_\_\_\_\_

Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in Dance. In addition, let us know of any other specific scheduling issues that you might have.

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## Large Group Dance Application Form 2020

Submit one form per school. Return it to your school liaison. All Final Application Forms need to be in the Teen Arts office by **January 17, 2020**. **Your registration fee entitles you to one performance each in small and large group performance.** You may not send two groups in any one category without paying the additional required fees.

**This form may be completed by typing directly into it or printing it out and completing by hand.**

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

Teacher/Advisor: \_\_\_\_\_

Teacher/Advisor's email address \_\_\_\_\_

Large group dance – **more than 7 students (new number for this year)**, 10 minute time limit

Title of Dance \_\_\_\_\_

Choreographer \_\_\_\_\_

Music/Composer \_\_\_\_\_

Duration (in min.) \_\_\_\_\_

Number of Dancers \_\_\_\_\_

Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in Dance. In addition, let us know of any other specific scheduling issues that you might have.

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## 2020 Bergen County Teen Arts Festival

# **VIDEO APPLICATION FORM AND INSTRUCTIONS**

This section includes:

1. Video Application Instructions – Please read carefully
2. Video Application Form - To be returned by your school liaison by January 17, 2020
3. Final Video Summary Form – to be completed and returned by April 17, 2020
4. Video Critique Form – Identifying information to be completed for each video submitted and returned by April 17, 2020



## VIDEO APPLICATION INSTRUCTIONS

It is the philosophy of the Bergen County Teen Arts Festival that all genres of student self-expression are equally valid and should be treated with consistency and respect within the framework of our festival. In the other five genres of arts expression included in the Festival, students have opportunities to perform, display and be critiqued on their efforts. Video should be no different. Therefore we encourage all participants in this area to participate in our formal critique process and in the display of their work

**Please note: Student submissions should be 100% a product of student work. Submissions that have been produced, edited or assisted by any professional organization are not appropriate for a student arts festival.**

Please read the following carefully:

All schools that submit Video entries will be scheduled for a 20 minute critique with an outstanding educator and artist in this field. These critique sessions will not necessarily include a full viewing of the entry and should be attended only by serious student film-makers. **Those students who attend the critique session will then have their entries shown in a screening session that is open to all Teen Arts students.**

The final application form is due on **January 17, 2020.**

The actual film & video entry is not due to be submitted until **April 17, 2020.**

**Your registration fee entitles you to submit two (2) entries.**

**Entries should be submitted online to [BCTAVideo@gmail.com](mailto:BCTAVideo@gmail.com). Be sure to title all attachments clearly. Also, please include a 5 second slate at the beginning of each video submission with your school name, the title of the video, student name(s), and the total length of the video.**

In addition to the online submission of the actual Video entry, teachers must submit one Final Video Summary Form and a Video Critique Form with identifying information completed for each video. These must be submitted by the April 18 deadline.

Submit your entries to:

Teen Arts Festival  
Bergen County Division of Historic & Cultural Affairs  
One Bergen County Plaza – 4<sup>th</sup> Floor  
Hackensack, New Jersey 07601-7076  
Email: [cforster@co.bergen.nj.us](mailto:cforster@co.bergen.nj.us)

**Additional entries over those included in your school Registration Fee will be accepted as our schedule permits. The fee for additional entries is \$20 each.**

## Video Application Form 2020

Be sure to fill out this form completely and legibly. Return it to your school's liaison. All final application forms must be in the Teen Arts office no later than **January 17, 2020**. The actual Video entry itself is NOT due until **April 17, 2020**.

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

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

Sponsoring Teacher: \_\_\_\_\_

Sponsoring Teacher's email address \_\_\_\_\_

Number of Video entries that will be submitted \_\_\_\_\_

Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in Video. In addition, let us know of any other specific scheduling issues that you might have.

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It is imperative that you return this form by **January 17, 2020** so that we can schedule your school for a critique time slot.

## Final Video Summary Form, 2020

**This form may be completed by typing directly into it or printing it out and completing by hand.**

Please list each title and author for the creative video entries that you submit for critiquing. The professional doing the critique will view the video and create a written critique. On the day of the festival, each school that submitted entries will be assigned a time slot in order to have the authors meet with that professional. All written critiques will be returned to the students after their scheduled meeting at the festival. If students do not attend the critique session their critiques will be returned to the school liaisons.

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

Sponsoring Teacher: \_\_\_\_\_

Sponsoring Teacher's email address \_\_\_\_\_

Entry #1

Title of Video	_____
Student Name	_____
Genre:	<input type="checkbox"/> Music Video <input type="checkbox"/> Short Film <input type="checkbox"/> Documentary <input type="checkbox"/> News <input type="checkbox"/> PSA/Commercial <input type="checkbox"/> Other

Entry #2

Title of Video	_____
Student Name	_____
Genre:	<input type="checkbox"/> Music Video <input type="checkbox"/> Short Film <input type="checkbox"/> Documentary <input type="checkbox"/> News <input type="checkbox"/> PSA/Commercial <input type="checkbox"/> Other

**This form must be submitted by April 17, 2020**

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

**Please complete for each student submission and submit by April 17, 2020**

Title of Video	_____
Student Name	_____
School:	_____
Genre:	<input type="checkbox"/> Music Video <input type="checkbox"/> Short Film <input type="checkbox"/> Documentary <input type="checkbox"/> News <input type="checkbox"/> PSA/Commercial <input type="checkbox"/> Other
Parameters of the Assignment	_____

Plot/Story Line:

Scripts/Screenplay:

Stylization/Aesthetics:

Camera Techniques:

Direction/Lighting/Editing:

Overall Pacing:

Sound, Soundtrack:

Graphics:

Additional Comments:

Critiquer's Name \_\_\_\_\_

Critiquer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2020 Bergen County Teen Arts Festival

## **Instrumental and Vocal Music Application Forms and Instructions**

This section includes:

1. Instrumental, Piano (New) and Vocal Music Application Instructions
2. Small Group Instrumental Music Application Form
3. Piano Application Form
4. Large Group Instrumental Music Application Form
5. Small Group Vocal Music Application Form
6. Large Group Vocal Music Application Form

All Forms to be returned to your school liaison for return to Teen Arts by January 17, 2020

## INSTRUMENTAL AND VOCAL MUSIC APPLICATION INSTRUCTIONS

The final application form is due on **January 17, 2020**. **Your registration fee entitles you to a total of five (5) musical entries. One small and one large vocal group AND one small and one large instrumental group AND (NEW) one Piano performance.** You may not send two groups in any one category without paying the additional required fees. Please submit a separate application for each of the entries.

The 5 entries (1 of each type maximum) may be selected from the following:

Vocal – Solo/Duo/Small Group (up to 10 people)	15 Min. Maximum
Vocal – Large Group (over 10 people)	20 Min. Maximum
Instrumental – Piano Performance	15 Min. Maximum
Instrumental – Solo/Duo/Small Group (up to 10 people)	15 Min. Maximum
Instrumental - Large Group Concert Band/Orchestra	20 Min. Maximum
Instrumental – Large Group Jazz	30 Min. Maximum

1. Time limits include set-up, warm-up, performance, critique, and break-down time. Time limits will be enforced. Performers that run over the time allowed will be asked to stop.
2. We ask our critique personnel to follow the time schedule as rigidly as possible. Groups or individuals that perform longer within the time limit allotted will receive less critique. For instance, a large group Concert band that takes 19 minutes to set-up, warm-up and perform will receive, at most, 1 minute of critique. **Please plan accordingly.**
3. Please register for the appropriate site. Large groups are over 10 students and Small Groups are 10 students or less. Groups that do not conform to the appropriate participant limit will be asked to perform with appropriately populated groups or **THEY WILL BE ASKED TO LEAVE WITHOUT PERFORMING**. Ignoring these limits has created difficult situations in the past for both the critique personnel and performers.
4. **Piano Performance** –Piano performance will be a separate category and each entering school will receive one 15 minute time slot per application fee. Two pianists per slot are acceptable but will decrease the critique time for each. The time schedule will be strictly adhered to. **PLEASE NOTE – Piano Performance will be on a recently tuned upright Piano in a classroom. No other venue or instrument is available.**
5. For vocal music, we strongly prefer live accompaniment. You may bring an accompanist to play with your group. If you must use a recorded accompaniment, it is your responsibility to supply a sound system for playback. A music stand will be provided for the conductor of a large group vocal music performance.
6. **Please supply the critiquer with copies of music prior to your performance.**

7. Four Timpani, one xylophone, one bass drum and approximately 70 music stands will be provided in the gym for large instrumental performances. A standard drum set, a guitar amp and a bass amp will be provided in the student center for jazz group performances. This year we will also provide a “standard” keyboard and amp. Equipment details will be available in the spring. If you require other instruments for your performance, you must bring them yourselves.
8. All students should be present at least two groups before your scheduled performance. If your group is not ready to perform when scheduled, the next group will be called and, if necessary, your performance will be placed at the end of the schedule.
9. We will provide three large instrumental group sites – one for Concert Bands, one for Orchestras and small group string groups and one for Jazz/Rock groups. Please indicate on your application form the type of group that you will be bringing to the festival. This does not increase the number of Large Instrumental Music Groups that you can bring to the festival with your base registration fee. It remains one – either Concert Band, Orchestra or Jazz/Rock Group.

**Additional entries over those included in your school Registration Fee will be accepted as our schedule permits. The fee for additional entries is \$20 per student.**



## Small Group Instrumental Music Application Form 2020

### Solo/Duo/Small Groups (10 students or less)

Be sure to fill out this form completely and legibly. Return it to your school liaison. All final application forms must be in the Teen Arts office by **January 17, 2020**. **Your registration fee entitles you to choose one (1) Small Instrumental entry, one (1) Piano performance and one (1) Large Instrumental entry.** Please check to make sure you are using the correct form.

Multiple performances by different solos or groups are permitted within the 15 minute time limit (performance and critique) in Small Group Instrumental Music. Entries that exceed the time limit will be assessed additional charges. Please be sure to enter your group in the proper classification - small groups are 10 students or less; large groups are more than 10 students. Groups who have inappropriately registered will not be permitted to perform.

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

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

Teacher/Advisor \_\_\_\_\_

Teacher/Advisor Email Address \_\_\_\_\_

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Indicate the type of your performance and the length of performance:

Student(s)	Perf. Medium (i.e. Flute Duet)	Time (15 min. max. including critique)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

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Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in Instrumental Music. In addition, let us know of any other specific scheduling issues that you might have.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Piano Performance Music Application Form 2020

Be sure to fill out this form completely and legibly. Return it to your school liaison. All final application forms must be in the Teen Arts office by **January 17, 2020**. **Your registration fee entitles you to choose one (1) Small Instrumental entry, one (1) Piano performance and one (1) Large Instrumental entry.** Please check to make sure you are using the correct form.

**Piano Performance** –Piano performance will be a separate category. One or Two performances by different pianists are permitted within the 15 minute time limit (performance and critique) in the Piano category but two performances will decrease individual critique time. Entries that exceed the time limit will be assessed additional charges. **PLEASE NOTE – Piano Performance will be on a recently tuned upright Piano in a classroom. No other venue or instrument is available.**

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

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

Teacher/Advisor \_\_\_\_\_

Teacher/Advisor Email Address \_\_\_\_\_

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Indicate the type of your performance and the length of performance:

Student(s)	Total Performance Time (15 min. max. including critique)
1. _____	_____
2. _____	_____

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Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in Instrumental Music. In addition, let us know of any other specific scheduling issues that you might have.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Large Group Instrumental Music Application Form 2020**  
**(more than 10 students)**

Be sure to fill out this form completely and legibly. Return it to your school liaison. All final application forms must be in the Teen Arts office by **January 17, 2020**.

**Your registration fee entitles you to choose one (1) Small Instrumental, (1) Piano performance and one (1) Large Instrumental performance.** Please check to make sure you are using the correct form. Please be sure to enter your group in the proper classification. Small groups are 10 students or less; large groups are more than 10 students. Please allow time within the 20 minutes for a verbal critique. Groups or individuals that perform longer within the time limit allotted will receive less critique. Groups who have inappropriately registered will not be permitted to perform.

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

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

Teacher/Advisor: \_\_\_\_\_

Teacher/Advisor Email Address \_\_\_\_\_

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Indicate the type of your performance and the length of performance.  
Concert Group (i.e. String Orchestra, Concert Orchestra, Concert Band, etc.) or Jazz/Rock Group  
(Jazz Ensemble, Rock Ensemble, etc. etc.):

\_\_\_\_\_

Total number of students performing \_\_\_\_\_ Total Perf. Time \_\_\_\_\_(20 min. max.)  
(For instance 15 min. set-up and performance and +5 min. critique)

Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in Instrumental Music. In addition, let us know of any other specific scheduling issues that you might have.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Small Group Vocal Music Application Form 2020**

**Solo/Duo/Small Groups (10 people or less)**

Be sure to fill out this form completely and legibly. Return it to your school liaison. All final application forms must be in the Teen Arts office by **January 17, 2020**. Multiple performances by different solos or groups are permitted within the 15 minute time limit in Small Group Vocal Music. Entries that exceed the time limit will be assessed additional charges. Please allow time within the 15 minutes for a verbal critique. Groups or individuals that perform longer within the time limit allotted will receive less critique. Groups who have inappropriately registered will not be permitted to perform.

Sponsoring teachers should be careful about the accurate placement of Musical Theater entries in the Small Group Vocal Music and Small Group Theater categories. If the presentation contains singing, then the presentation should be entered in Small Group Vocal Music.

**Your registration fee entitles you to choose one 1 Small and one 1 Large Vocal Music performance.** Please check to make sure you are using the correct form.

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

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

Teacher/Advisor: \_\_\_\_\_

Teacher/Advisor email address: \_\_\_\_\_

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Indicate the type of your performance and the length of performance:

Student(s)	Perf. Medium (i.e. Duet, Solo)	Time (20 min.max.)
	For instance 15 min. set-up and performance and +5 min. critique)	
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in Vocal Music. In addition, let us know of any other specific scheduling issues that you might have.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Large Group Vocal Music Application Form 2020  
(more than 10 students)**

Be sure to fill out this form completely and legibly. Return it to your school liaison. All final application forms must be in the Teen Arts office by **January 17, 2020**. Please allow time within the 20 minutes for a verbal critique. Groups or individuals that perform longer within the time limit allotted will receive less critique. Groups who have inappropriately registered will not be permitted to perform.

**Your registration fee entitled you to choose one (1) Small and one (1) Large Vocal Music performance.** Please check to make sure you are using the correct form.

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

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

Sponsoring Teacher/Advisor: \_\_\_\_\_

Teacher/Advisor email address: \_\_\_\_\_  
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Indicate the type of your performance and the length of performance.

Type of Group (i.e. Jazz Choir, Chamber Choir, Concert Choir):

\_\_\_\_\_

Total number of students performing \_\_\_\_\_ Total Perf. Time \_\_\_\_\_ (20 min. max.)  
(For instance 15 min. set-up and performance and +5 min. critique)  
-----

Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in Instrumental Music. In addition, let us know of any other specific scheduling issues that you might have.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2020 Bergen County Teen Arts Festival

**THEATER**  
**APPLICATION FORMS AND INSTRUCTIONS**

This section includes:

1. Theater Application Instructions – Please read carefully
2. Small Group Theater Application Form –  
To be returned to your school liaison for return to Teen Arts by January 17, 2020
3. Large Group Theater Application Form –  
To be returned to your school liaison for return to Teen Arts by January 17, 2020

## THEATER PERFORMANCE APPLICATION INSTRUCTIONS

### 2020 Bergen County Teen Arts Festival

The final application form is due on **January 17, 2020**.

You are permitted one entry in both small and large group theater.

#### General Directions for both critique sites:

1. All performances must be content appropriate for a high school arts festival. It is suggested that performances be previewed by teachers or administrators at the sponsoring school to judge for appropriateness.
2. Be sure you are in the correct theater two (2) performances before your scheduled time to assure the moderator and critiquer you will be ready to perform on schedule.
3. All entries must conform to the time limit including set-up, break-down and critique time
4. It is imperative that the audience is quiet when the critiquer is talking to the performers.
5. Impress upon your students the need to clean up bathrooms or dressing rooms after they remove their makeup, etc. You will be responsible.
6. Please be considerate of your teaching colleagues, students, critiquers and the time restraints. Unless you are absolutely certain that you will have a theater piece to present, please do not apply. If you do have changes to your Final Application, please notify the Teen Arts office as soon as possible.

#### Small Group Theater (5 students or less)

1. **Presentations should not be musical. Large Group Musical Theater entries should be submitted in Large Group Theater. Small Group Musical Theater entries should be entered in Small Group Vocal Music. No Piano or musical playback system will be provided. Attempting a musical presentation at the Small Group Theater site will put your students at a disadvantage.**
2. Provided props are limited to some basic chairs and tables.
3. Our expectation is that each school will perform for approximately 10 minutes. Longer performances will reduce the time allotted for critique and the total time will not exceed 15 minutes for each group regardless of the length of the performance.

#### Large Group Theater (more than 5 students)

1. A piano is available. Please check placement before performance begins.
2. Provided props are limited to some basic tables and chairs. Storage space is extremely limited and will not be secured. Please do not expect the Teen Arts or Theater staff to supply additional furniture or props.
3. Time limit is 15 minutes maximum. Please leave adequate time within the 15 minutes for set-up, performance, breakdown and critique.

**Additional entries over those included in your school Registration Fee will be accepted as our schedule permits. The fee for additional entries is \$20 per student.**

## Small Group Theater Application Form 2020

Be sure to fill out this form completely and legibly. Return it to your school liaison. All final application forms must be in the Teen Arts office by **January 17, 2020**. Your registration fee entitles you to one (1) performance in Solo/Duo/Small Group, **AND** one (1) performance in Large Group. You may not send two groups in any one category without paying the additional required fees. **Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

**PLEASE NOTE: NO MUSICAL PRESENTATIONS IN SMALL GROUP THEATER.  
SMALL GROUP IS DEFINED AS 5 STUDENTS OR LESS.**

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

Teacher/Advisor: \_\_\_\_\_

Teacher/Advisor email address: \_\_\_\_\_

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Student(s) (5 or less)	Perf. Medium (i.e. Monologue, Scene)	Time (10 min. max) (+5 min. critique)
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in Theater. In addition, let us know of any other specific scheduling issues that you might have.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Large Group Theater Application Form 2020**  
**(more than 5 students)**

Be sure to fill out this form completely and legibly. Return it to your school liaison. All final application forms must be in the Teen Arts office by **January 17, 2020**. Your registration fee entitles you to one (1) performance in Solo/Duo/Small Group, **AND** one (1) performance in Large Group. You may not send two groups in any one category without paying the additional required fees.

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

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

Teacher/Advisor: \_\_\_\_\_

Teacher/Advisor email address: \_\_\_\_\_

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Indicate the type of your performance and the length of performance.

Type of Performance (i.e. Musical, Comedy, Dramatic, etc.) \_\_\_\_\_

Total number of students performing \_\_\_\_\_ Total Perf. Time \_\_\_\_\_ (10 min. max.)  
(+5 min. critique)

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Every effort will be made to avoid scheduling conflicts for groups and students from the same school. Please list any specific conflicts to avoid in scheduling for students participating in Theater. In addition, let us know of any other specific scheduling issues that you might have.

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## 2020 Bergen County Teen Arts Festival

# VISUAL ART APPLICATION FORMS AND INSTRUCTIONS

This section includes:

1. Visual Art Application Instructions – Please read carefully
2. Visual Art Application Form – To be returned to your school liaison for return to Teen Arts by January 17, 2020
3. Master Sheet of entries – To be completed and submitted on Thursday, May 14 when the visual art entries are put on display.
4. Entry labels – To be completed, separated and placed on or near each entry on Thursday, May 14 when the visual art entries are put on display.
5. Visual Art Critique Form – To be duplicated (two sided, please), identifying information completed and attached to each Visual Art entry for use by the Visual Art critique personnel on Thursday, May 14, 2020.
6. Release of Liability Form – **Every work submitted must have an accompanying Release of Liability Form.** To be duplicated and completed for all Visual Art entries, not just those moving on to the Special County Exhibit as in the past. Please submit these on May 14 when the visual art entries are put on display.
7. Program Cover Application Information
8. Program Cover Application Form – To be submitted on Thursday, May 14 when the works are put on display.

**VISUAL ART APPLICATION INSTRUCTIONS**  
**2020 Bergen County Teen Arts Festival**

The final application form is due on **January 17, 2020**.

Limit of 10 pieces per registration fee. This includes both 2-D and 3-D works.

**General Directions**

1. Art will be hung by school name, not genre. Your panel will be pre-assigned.
2. Each school will be allowed a hanging surface of 6' by 6' only. This will be two wire mesh panels. Work should be hung using S hooks or medium size clips.
3. Work which cannot fit onto the 6' by 6' space cannot be displayed. In order to provide for a safe, orderly exhibit, **it will not be permitted to place work on the floor or in the area of your assigned panel.** Each work must be hung safely on the provided 6' by 6' wire mesh panels.
4. The Master Sheet attached, must be completely filled out and brought with you when you come to hang the art the day PRIOR to the festival. Student personal information will not be required on this form – only on the Release of Liability Form. If you have more than 10 entries, copy the Master Sheet. There is a fee of \$20 for each piece of art over the 10 piece limit. Space for the additional works will be assigned as available. Three Dimensional works are included in the total number, but they are placed on separate tables. Bring the completely filled out Master Sheet with you on **Thursday May 14, 2020** to present to the Art Advisory Committee.
5. Please duplicate the attached Visual Art Critique – two sided, please. One for each piece of artwork you are exhibiting. Be sure to fill out the identifying information on the critique form completely. Teachers are responsible for attaching the critique form next to each artwork. No form – no critique.
6. Also included are 10 labels for the displayed work. Please complete these, separate them and attach appropriately to or nearby each work.
7. Work that is not available for further display at the additional exhibition at the Bergen County Administration Building should be indicated appropriately on the label.
8. A Release of Liability Forms is included in this packet. Please duplicate and have each student complete, sign, obtain parents signature and submit with the Master Sheet on Thursday, May 14, 2020 prior to hanging of the work. All works on display must have a Release of Liability Form or they will not be permitted to be part of the show.
9. **All artwork must be hung/displayed between the hours of 8:00 a.m. and 11:00 a.m. on Thursday May 14, 2020. Critiquing begins promptly at 11:00 a.m.**

10. We are encouraging all schools to keep the art show intact until at least 1:00 PM on Friday, May 15. All art work should be available for all attendees to view throughout the Teen Arts Festival. Our goal is to have your students work get the recognition it deserves and have the show “complete” as long as possible. An art teacher or their representative must sign out with the Visual Arts Planning Committee before dismantling their display.
11. Be certain you bring enough appropriate materials (picture hooks and hanging wire are acceptable, string. Masking tape, duct tape and nails are not acceptable) to hang your students’ work.
12. **Frames with glass, and jewelry will NOT be permitted to be displayed.**
13. Entries for the 2020 Teen Arts Festival Program Cover should be brought on May 14, 2020 and the appropriate application form (see below) should be completed.

**Additional entries over those included in your school Registration Fee will be accepted as space permits. The fee for additional entries is \$20 per work.**

## Visual Art Application Form 2020

Be sure to fill out this form completely and legibly. Return it to your school liaison. All final application forms must be in the Teen Arts office by **January 17, 2020**.

Your registration fee entitles you to display a combination of 10 pieces of 2-D and 3-D art. All 2-D pieces must fit onto a 4x8 foot panel. Sculpture (3-D work) will be placed on separate tables.

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

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

Sponsoring Teacher: \_\_\_\_\_

Teacher/Advisor email address: \_\_\_\_\_

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Number of 2-D pieces \_\_\_\_\_ Number of 3-D pieces \_\_\_\_\_ Total \_\_\_\_\_

Number of 2-D and 3-D works will be submitted by April 18, 2020 \_\_\_\_\_  
(If you choose the option to submit on April 18, you must remember this obligation!)

Jewelry will NOT be accepted. Do NOT use glass in any frames.

Note that any pieces chosen for additional display must be ready to hang. Do not use masking tape to attach wire to the rear of the frame, it will not hold.

Please read and sign below:

In consideration of being permitted by the County of Bergen and the Teen Arts Festival to participate in this exhibit, I agree that I understand and have explained to my students that the County of Bergen, the Teen Arts Festival staff and Bergen Community College are not responsible for damage or theft of art work as a result of being in this exhibit. I have carefully read this release and fully understand its content.

I understand that a Release of Liability Form must be submitted on May 14, 2020 for every participating work in the Teen Arts Visual Art display.

\_\_\_\_\_  
(Signature of Art Teacher or School Representative)

# 2020 BERGEN COUNTY TEEN ARTS FESTIVAL MASTER SHEET FOR VISUAL ART DISPLAY

Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.

School \_\_\_\_\_

Visual Art Teacher \_\_\_\_\_

Visual Art Teacher's Email Address \_\_\_\_\_

Number of Entries: 2D \_\_\_\_\_ 3D \_\_\_\_\_ Total Entries \_\_\_\_\_

1. Artist: \_\_\_\_\_ Category: 2D \_\_\_\_\_ 3D \_\_\_\_\_  
Title of Work: \_\_\_\_\_ Available for Exhibit: Yes \_\_\_\_\_ No \_\_\_\_\_

2. Artist: \_\_\_\_\_ Category: 2D \_\_\_\_\_ 3D \_\_\_\_\_  
Title of Work: \_\_\_\_\_ Available for Exhibit: Yes \_\_\_\_\_ No \_\_\_\_\_

3. Artist: \_\_\_\_\_ Category: 2D \_\_\_\_\_ 3D \_\_\_\_\_  
Title of Work: \_\_\_\_\_ Available for Exhibit: Yes \_\_\_\_\_ No \_\_\_\_\_

4. Artist: \_\_\_\_\_ Category: 2D \_\_\_\_\_ 3D \_\_\_\_\_  
Title of Work: \_\_\_\_\_ Available for Exhibit: Yes \_\_\_\_\_ No \_\_\_\_\_

5. Artist: \_\_\_\_\_ Category: 2D \_\_\_\_\_ 3D \_\_\_\_\_  
Title of Work: \_\_\_\_\_ Available for Exhibit: Yes \_\_\_\_\_ No \_\_\_\_\_

School \_\_\_\_\_

6. Artist: \_\_\_\_\_

Category: 2D\_\_\_\_\_ 3D\_\_\_\_\_

Title of Work: \_\_\_\_\_

Available for Exhibit: Yes \_\_\_\_\_ No \_\_\_\_\_

7. Artist: \_\_\_\_\_

Category: 2D\_\_\_\_\_ 3D\_\_\_\_\_

Title of Work: \_\_\_\_\_

Available for Exhibit: Yes \_\_\_\_\_ No \_\_\_\_\_

8. Artist: \_\_\_\_\_

Category: 2D\_\_\_\_\_ 3D\_\_\_\_\_

Title of Work: \_\_\_\_\_

Available for Exhibit: Yes \_\_\_\_\_ No \_\_\_\_\_

9. Artist: \_\_\_\_\_

Category: 2D\_\_\_\_\_ 3D\_\_\_\_\_

Title of Work: \_\_\_\_\_

Available for Exhibit: Yes \_\_\_\_\_ No \_\_\_\_\_

10. Artist: \_\_\_\_\_

Category: 2D\_\_\_\_\_ 3D\_\_\_\_\_

Title of Work: \_\_\_\_\_

Available for Exhibit: Yes \_\_\_\_\_ No \_\_\_\_\_

## Labels for Individual Visual Art Work

2020 Teen Arts Festival	AVAILABLE FOR EXHIBIT ____YES ____NO
Title	Medium
Artist	Recognition
School	
Teacher	

2020 Teen Arts Festival	AVAILABLE FOR EXHIBIT ____YES ____NO
Title	Medium
Artist	Recognition
School	
Teacher	

2020 Teen Arts Festival	AVAILABLE FOR EXHIBIT ____YES ____NO
Title	Medium
Artist	Recognition
School	
Teacher	

2020 Teen Arts Festival	AVAILABLE FOR EXHIBIT ____YES ____NO
Title	Medium
Artist	Recognition
School	
Teacher	

2020 Teen Arts Festival	AVAILABLE FOR EXHIBIT ____YES ____NO
Title	Medium
Artist	Recognition
School	
Teacher	



2020 Teen Arts Festival	AVAILABLE FOR EXHIBIT ____ YES ____ NO
Title	Medium
Artist	Recognition
School	
Teacher	

2020 Teen Arts Festival	AVAILABLE FOR EXHIBIT ____ YES ____ NO
Title	Medium
Artist	Recognition
School	
Teacher	

2020 Teen Arts Festival	AVAILABLE FOR EXHIBIT ____ YES ____ NO
Title	Medium
Artist	Recognition
School	
Teacher	

2020 Teen Arts Festival	AVAILABLE FOR EXHIBIT ____ YES ____ NO
Title	Medium
Artist	Recognition
School	
Teacher	

2020 Teen Arts Festival	AVAILABLE FOR EXHIBIT ____ YES ____ NO
Title	Medium
Artist	Recognition
School	
Teacher	

## Visual Art Critique Form 2020

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

**One of these forms should be attached to every piece of 2D and 3D art displayed.**

Fill in all information legibly.

Artist: \_\_\_\_\_

Title of Work: \_\_\_\_\_

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

Visual Art Teacher: \_\_\_\_\_

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The following item will be among those considered for critique:

Use of Principles of Design

Use of Elements of Design

Communication of Theme/Idea

Expressive Content

Technical Skills/Craftsmanship

Originality/Creativity/Aesthetics

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**Please see other side for additional critique information.**

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Critiquer:\_\_\_\_\_

Date: May 14, 2020

**2020 Teen Arts Festival  
RELEASE OF LIABILITY FORM**

**ALL WORKS OF ART DISPLAYED AT THE TEEN ARTS FESTIVAL VISUAL ART EXHIBIT MUST HAVE A RELEASE OF LIABILITY FORM ON FILE.** This signed form must accompany the art when it is brought to Bergen Community College, on **Thursday May 14, 2020, between 8:00 a.m. and 11:00 a.m.** No art will be permitted to be displayed if not accompanied by a signed Release of Liability Form.

**Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.**

Artist: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_

Daytime Phone: (    ) \_\_\_\_\_

Title of Art: \_\_\_\_\_

Medium: \_\_\_\_\_

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

-----  
I acknowledge that I have agreed to have my artwork exhibited at the Bergen County Teen Arts Festival Visual Art Exhibit. I am voluntarily participating in this exhibit and assume all risks of damage or theft of my art work. Furthermore I understand that, if selected and if I chose to participate, then my artwork may be displayed at the Bergen County Administration Building, One Bergen Plaza, Hackensack, NJ.

In consideration of being permitted by the County of Bergen to participate in these exhibits, I agree that I and my heirs, distribute, legal representative and assigns will not make any claim against, sue, attach the property of, or prosecute the County of Bergen and any Teen Arts Festival staff, for damage or theft of my art work as a result of being in this exhibit. I have carefully read this release and fully understand its content. I am aware that this is a release of liability and a contract between me and the County of Bergen and the Teen Arts Festival and I am signing it of my own free will.

-----  
Artist's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 2020 Teen Arts Festival Program Cover Application

*PLEASE BRING ENTRIES WITH YOU ON THURSDAY MAY 14, 2020  
WHEN YOU COME TO HANG YOUR SCHOOLS ART DISPLAY.*

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The Teen Arts Festival Advisory Board and Art Planning Committee are requesting that any junior or senior high school participating in the Annual Teen Arts Festival, if they wish, submit entries to be considered for use as the cover for the following year's Bergen County Teen Arts Festival program. There will be a limit of 10 submissions per school.

The cover of the 2020 program will be chosen by the Art Planning Committee from the entries submitted. Other entries will be used, as space permits, within the program. There is no guarantee on how many submissions per school will be used as program art as has been the case for the past two years. All artists whose work is used will be recognized in the program.

The requirements which must be strictly followed are as follows:

1. All entries must be brought to the 2020 Teen Arts Festival on the Thursday prior to the festival (May 14, 2020) when you come to hang your art.
  2. Entries must be on card stock type material and be approximately 8.5 inches high by 11 inches wide. Entries that do not conform to these measurements may be resized appropriately to fit the requirements of the cover and the program.
  3. Entries must be black and white. For example, they can be pen & ink or black cut paper placed on white paper, or white cut paper on black paper.
  4. **Entries created digitally will be accepted but they must be black and white and suitable for offset printing appropriate to our "non-color" cover.**
  5. Entries should depict all the various artistic genres represented at the festival; art; creative writing; dance; film & video; instrumental music; vocal music, and theater.
  6. The artists name, grade, address, home phone number and school must be printed on the back of the submitted piece of art.
  7. Entries must be from students in grades 7 through 11 ONLY! No senior entries will be considered as they will have already graduated prior to the festival program being printed and issued at the festival.
-

2020 Teen Arts Festival Program Cover Application Form

(Duplicate as necessary)

Artists to be in grades 7 through 11 ONLY – No Senior entries.

Please note: this form has been created with PDF "Text Fields". You may complete the form by typing directly into it or printing it out and completing by hand.

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Artist: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Artist's Age: \_\_\_\_\_

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

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

Artist: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Artist's Age: \_\_\_\_\_

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

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

Bring your entries along with this application form with you when you come to hang your art on Thursday May 14, 2020. The winning entry will be chosen on the festival day by the Teen Arts Festival Art Planning Committee. A maximum of 10 entries per school will be permitted.