



Melissa McDonald & Chuck Benjamin, co-chairs
Melissa.mcdonald@verizon.net chuck@blackrockcenter.org

MCCPTA Reflections Time Line
Updates as of October 29, 2007

- September-determine date for awards ceremony-Melissa/Chuck
 - **Completed**
- October-determine site for awards ceremony-Melissa/Chuck
 - **Completed**
- October-request volunteers to take on the duties below:
 - **In progress**
- November-schedule entertainment (HS jazz band/chorus?)
- January 2 – submissions due to county -Melissa/Chuck
- January - Images sorted and delivered to judges-Melissa/Chuck
 - Winning images photographed prior to taking to state --Melissa
- February 2- Submissions due to state
- February- Start preparing slide show with winning images (perhaps with winning musical composition as accompanying it)
- March -- Order awards (medals/trophies)
- March-print invitations & Maps
- March -- Mail invitations & include note to all county award winners to do a brief presentation of their work (what inspired them; mediums used, etc –they could read their artist's statement)
- March – RSVP deadline
- March-Print certificates
 - For Students
 - For Chairpersons
- March- Prepare program
 - Proofread for typos
- April-confirm entertainment
 - Proofread again/corrections as needed
- April - Print programs
- April- Print identification cards for the artwork
- April – purchase refreshments-
- April – Set up gallery (usually day of event)
- April 23 - Reflections Awards Ceremony @ BlackRock Center for the Arts

We participated in a successful MCCPTA training workshop on September 29, 2007, and are providing information and support to the local chairpersons as they contact us. Helpful information is sent via e-mail through our distribution list. In addition, we submitted a press release to the Gazette for a call of entries through the students' local PTAs, with our contact information.

Lastly, we are in the process of getting all old pieces of art (dating back to 2002) back to their owners.