



NORTH CAROLINA SENIOR GAMES

SilverArts SM

Manual

(For Staff & SilverArts Coordinators)
28th Edition, January 2019

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IN APPRECIATION

The content and design of the North Carolina Senior Games *SilverArts Manual* is the result of much hard work and many long hours invested by the following individuals:

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Summary of Changes in the 2019 SilverArts Manual

SILVERARTS:

No Changes for 2019

“Frequently Asked Questions” now includes this answer:

Quilting:

If a quilter uses both machine and hand stitching, in which category should the quilt be judged?

Machine

Important Reminders (not changes):

- SilverArts Information Forms are part of online registration. For those participants who register with a paper State Finals Entry Form, a “SilverArts Information Form” (pages 46-50) must be given to each qualifier for each entry. All forms must be submitted together with photos, recorded music (mp3 preferred), and literary entries to be a complete registration for State Finals by August 1st. Please make sure that you use the current year’s “SilverArts Information Forms” for Local Games qualifiers (to send in with their State Finals Entry Form). These forms are also available on the web site to download or print out and are part of the on-line registration as well.
- **Participants should choose/determine which sub-category to enter; staff can “advise”.**

For Heritage and Visual Arts (only):

- State Finals will also accept **second and third place qualifiers** in all sub-categories (*unless the artist is the same person*). At the Local Games, make sure entries meet the size and weight requirements!

For Literary entries:

- All entries must be typed, double spaced on 8-1/2 x 11 paper, and have a minimum of 1” margins. A minimum font size is 10-point type. Font should be easily readable and "times new roman" or "arial" fonts are suggested. Please review entries carefully for the Local Games show and adhere to these format requirements or entries will not be accepted for State Finals. Electronic entries must be in pdf format.

For Performing (Follies) and Cheerleader Showcase:

- If recorded music is used, it must be an mp3 file (submitted electronically or on a flash drive) or a high-quality CD. **Music must be received by NCSG by August 1st with the Information Form and the State Finals Entry Form.**
- Make sure Local Games’ Judges are given the NCSG “Criteria for Judging” (Appendix G) and the correct Follies and Cheerleaders Scoresheets (Appendix H and L) to use at your Local Games.
- The Local Game may determine how to choose the Performing Act to represent their Game at State Finals (best of show, audience votes, etc.).

Visit our website (www.ncseniorgames.org) and encourage participants to do so for:

- the SilverArts Booklet (for participants).
- the "SilverArts section" that has the list of Categories and Sub-Categories, photos, etc.

SilverArts Manual

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SILVERARTS PHILOSOPHY

SilverArts, "a celebration of the creative expression of seniors in North Carolina", is a major component of the traditional athletic competition of North Carolina Senior Games. In a philosophy that strives to keep seniors healthy, active and involved, SilverArts unites the athlete and artist in a program that recognizes the similarities of both endeavors: discipline, dedication, and pride in one's accomplishments.

SilverArts provides a stage for the creative talents of the visual, heritage, literary, and performing artists. Encouragement and recognition of creative potential and accomplishment is the goal of the SilverArts program.

A SilverArts program need not, and perhaps should not, rely solely on standard arts events as models for their content, format, and philosophical base. SilverArts Coordinators should explore presentation and program ideas that will enable them to "celebrate" total wellness through creative talents. In short, the core of a SilverArts program should be a celebration of personhood as expressed through artistic creativity. In addition to the selection of Local Games representatives to State Finals, the SilverArts Coordinator should provide opportunities for as many artists as possible to be showcased and recognized through the creation of additional Local Games special recognitions and awards (e.g., Best of Show, Most Improved, People's Choice, Most Original, etc.).

Regardless of its structure or content, SilverArts is a very significant part of the total Senior Games program. In addition to giving seniors a venue for celebrating their creative talents, it inspires people of all ages to consider the life-long benefits of artistic expression. SilverArts contributes to the "total wellness" of your whole community.

HISTORY OF SILVERARTS

Incorporating arts with athletics in the Senior Games program was an idea conceived in 1986 and encouraged at the local level. In the spring of 1987, three Local Games hosted SilverArts and the respective Coordinators reported their success in a session during the 1988 NCSG Conference.

The SilverArts session held at the 1989 Senior Games Conference defined the SilverArts philosophy implemented at present -- a celebration of the artist and the creative process. For the first few years, SilverArts celebrated the Visual, Literary and Performing Arts. Representatives selected by Local Games were showcased at State Finals. Many Local Games added Heritage Arts to their program. Because of its popularity on the local level and numerous requests by participants and Local Coordinators across the state, the Heritage Arts were added as an official category in 1991.

Many participants expressed their desire for more than a showcase at State Finals. In 1993, State Finals offered a SilverArts competition and awarded first, second, and third places in each sub-category of Visual, Literary and Heritage Arts; and first, second, and third places in Performing Arts and Cheerleading.

Who qualifies for State Finals? At present, SilverArts recognizes five broad categories, each with sub-categories. First, second and third place winners in each sub-category of **Visual and Heritage Arts** are eligible for State Finals. First and second place qualifiers in **Literary Arts** in each sub-category are eligible. **One overall winner in the Performing Arts and Cheerleading categories** is also eligible to compete at State Finals.

NCSG judges SilverArts at State Finals. Medals are awarded in each sub-category in Visual, Literary, and Heritage Arts. Medals in Performing Arts are awarded to solo, small group (2 - 4 performers), and large group (5 or more performers) per sub-category. Medals in Cheerleading are awarded in three group sizes; small (4 or less), medium (5-9) and large (10 or more).

North Carolina Senior Games is excited about the SilverArts component, its impact on citizens of all ages across the state of North Carolina, and its contribution to the completion of the total wellness circle.

SILVERARTS CATEGORIES AND SUBCATEGORIES

1. Heritage Arts

Sub-categories:

Basket Weaving

Needlework

Knitting

Quilting (hand stitched)

Tole/Decorative Painting

Weaving

Woodworking

Crocheting

Jewelry

Pottery (thrown & hand built)

Quilting (machine stitched)

Stained Glass

Woodcarving

Woodturning

2. Literary Arts

Sub-categories:

Essays (not autobiographical)

Life Experiences (autobiographical)

Poems

Short Stories (fiction)

3. Performing Arts

Sub-categories:

Comedy/Drama

Dance

Instrumental

Vocal

Line Dancing

4. Visual Arts

Sub-categories:

Acrylics

Drawing

Mixed Media

Oil

Pastels

Photography – Digital

Photography – Film

Sculpture

Watercolor

5. Cheerleading

SILVERARTS GUIDELINES

1. SilverArts is a Senior Games program and must be promoted as such. It must be held locally between February 1 and June 15. If SilverArts is held separately from the sports competition, the SilverArtists should be included, and recognized, as a part of the Local Games: i.e., showcases, performances, awards ceremonies, special events, etc.
2. All persons entering SilverArts must be 50 years of age or better as of December 31st, a N.C. resident for a minimum of 3 consecutive months of the calendar year, and must qualify through a Local Senior Games SilverArts program for State Finals.
3. A Local Game must offer at least half of the official categories and/or sub-categories. Additional categories and sub-categories not offered at State Finals may be offered by a Local Game, but winners should be informed that they will not qualify for State Finals.
4. An artist may only submit one (1) entry per sub-category at State Finals; except in Performing Arts - an artist may only have one (1) entry per size of Act in each sub-category.
5. Each Local Games may send/submit a first and second place qualifier in each Literary Arts sub-category; one Act/entry in Performing Arts and Cheerleading to State Finals; and the first, second and third place qualifiers in each Heritage and Visual Arts sub-category. A participant may only submit one entry per sub-category. The Local Game may determine how to choose the Performing Act to represent their Game at State Finals.
6. NCSG will judge SilverArts at State Finals. Medals will be awarded in each sub-category in Visual, Literary, and Heritage Arts. Medals in Performing Arts will be awarded to solo, small group (2 - 4 performers), and large group (5 or more performers) in each sub-category.
7. The SilverArts entry/entries entered at State Finals **must be the same** entry/entries that won in the Local Games competition.
8. Entries must be the original work of the artist and must have been completed within 2 years of the Local Games' qualifying date.
9. An art entry may only be entered in one (1) SilverArts sub-category at State Finals.
10. Artists must not submit an entry if the piece/performance/entry has been showcased in the previous SilverArts Showcase at State Finals.
11. Art entry/entries incorrectly categorized by the artist, or not in compliance with NCSG Guidelines and Category Requirements, will not be considered in the judging process.
12. Local Games should include the NCSG *SilverArts Guidelines* and the *Specific Category Requirements* with/in the Local Games SilverArts Entry Form. A print-ready copy is in the SilverArts Manual, on the PPA and on the website.
13. The safety and sportsmanlike conduct of everyone is of paramount concern. Senior Games Officials have the authority to disqualify, and/or remove, from current and future NCSG programs, anyone who exhibits inappropriate behavior or a condition of medical concern. Falsifying information in the registration process will not be permitted and may result in disqualification from current and future Senior Games activities.

SPECIFIC CATEGORY REQUIREMENTS FOR SILVERARTS

See *SilverArts* Guidelines for general requirements.

A. Heritage Arts

- Entries must be the work of the individual and not a group.
- Heritage Art entries must be an original work. Patterns may be used, but no stamped pieces will be accepted.
- Pottery must be hand built or thrown.
- Entries from ceramic molds will not be accepted.
- All framed entries must be securely wired, ready to be hung (no serrated hooks or string). Two-dimensional work not properly framed and wired will not be displayed.
- Framed entries can be no larger than 36" x 42", including matting and frame.
- Entries can be no heavier than 50 pounds.
- All entries, except framed work, must be able to be displayed in an area 3'(W) x 3'(L) x 5' (Height).
- Groupings (sets) shall have no more than 3 separate pieces per set. All objects within each piece of the set must be contained within or attached to one of the 3 pieces of the set.
- Artist's name and title of entry must appear on, or be attached to, entry for identification.
- Artist must send a photo of entry with *State Finals Entry Form* and *SilverArts Information Form*. Photos cannot be returned.
- Artists, or their representatives, are responsible to deliver and pick-up their entry at/during the designated times.
- The heritage arts entry entered at State Finals must be the same entry that won at the Local Games.
- An artist may only submit one (1) entry per sub-category at State Finals.

B. Visual Arts

- All artwork, except sculpture, must be framed (or gallery wrapped), securely wired, and ready to be hung (no serrated hooks or string). Artwork, except sculpture, not properly wired will not be displayed.
- Artwork, except sculpture, can be no larger than 36" x 42", including matting and frame.
- Entries can be no heavier than 50 pounds.
- Sculpture groupings (sets) may have no more than 3 pieces per grouping (set).
- Mixed media may be a freestanding piece.
- Photography Film or Digital - determined by the medium on which the image is recorded.
- Freestanding entries must be able to be displayed in an area 3' (W) x 3' (L) x 5' (height).
- Artists, or their representatives, are responsible to deliver and pick-up their entry at/during the designated times.
- If on-site assembly is required, details must be specified on the Information Form for NCSG prior approval.
- The art piece must be an original work, not a print.
- Artist's name and title of entry must appear on, or be attached to, entry for identification.
- Artist must send a photograph of entry with *State Finals Entry Form* and *SilverArts Information Form*. Photos cannot be returned.
- The visual arts entry entered at State Finals must be the same entry that won at the Local Games.
- An artist may only submit one (1) entry per sub-category at State Finals.

C. Literary Arts

- All entries must be typed, double-spaced, on 8-1/2 x 11 paper and have a minimum of 1” margins. A minimum font size is 10-pt type (preferably “times new roman or arial”).
- Poems can be no longer than 40 lines.
- Short stories, essays, and life experiences can be no longer than 8 pages.
- All entries must have a title page, which includes title of entry, sub-category, and name of artist.
- Artist's name must not appear on the content pages.
- A display-quality copy of the winning Literary Arts entries, and two (2) additional copies, should be submitted to NCSG by the artist with their official State Finals Entry Form and SilverArts Information Form. No framed or matted entries will be accepted.
- The original and all copies will be retained by NCSG.
- The literary arts entry entered at State Finals must be the same entry that won at the Local Games.
- An artist may only submit one (1) entry per sub-category at State Finals.

D. Performing Arts

- An artist may only have one (1) entry per size of act in each sub-category.
- Performing entries are limited to three (3) minutes of on-stage time. Exceeding the time limit will result in automatic disqualification. Timing is the performer's responsibility and begins with the first note of music or the first movement visible to the audience and ends with the final note of music or movement of the act.
- Performing entries may be one of the following: (a) soloists, (b) small groups (2 - 4 performers), or (c) large groups (5 or more performers). Accompanist(s) will be counted to determine size of act. No one under age 50 as of Dec. 31st will be permitted on stage and an accompanist *must* be a registered participant.
- All performers for all acts must enter stage right and exit stage left or begin and end on the stage. See the SilverArts Manual for a stage diagram.
- If recorded music is used, it must be an mp3 file (submitted electronically or on a flash drive) or a high-quality CD. Music must be sent with the State Finals Entry Form and SilverArts Information Form. No recorded instruction is permitted. This should be the only track on the CD/flashdrive or electronic file. Music may be picked up following the performance. It cannot be mailed/returned.
- At State Finals, NCSG can provide the following items: chairs, microphone(s), piano and sound system. The act is responsible for all other props and equipment and must get NCSG advance approval for use at Show. Props must be small, few, light-weight and easy to set up quickly.
- Voice presentations must be a *live* performance by the artist. Background music can be recorded. Lip-synch is not permitted as a performing art.
- The Group Leader, who must be a participant, must complete the *SilverArts Information Form* for the group and submit it with their *State Finals Entry Form* and each member of the group must submit their own personal *State Finals Entry Form* by the August 1st deadline.
- The performance at State Finals must be the same performance that won at the Local Games; i.e. same song, dance, music, etc.
- No live animals are allowed, except for service animals.

ESTABLISHING A SILVERARTS COMMITTEE

SilverArts must be a part of the Local Senior Games. A *SilverArts Committee* should be established and a *SilverArts Coordinator* should be identified on the NCSG Sanctioning Application.

SilverArts should be identified and promoted as a part of Senior Games, especially if offered at a time separate from the sports activities.

SilverArts is a North Carolina Senior Games' creation. Develop and understand the SilverArts philosophy before requesting help from other groups/agencies. Groups and agencies which may assist with, or co-sponsor, each category are:

- A. *Heritage Arts* -- Cooperative Extension Service, local women's clubs, arts council, craft supply stores, other local agencies, businesses, institutions, or clubs
- B. *Literary Arts* -- local writer's group or agency, library, schools, colleges
- C. *Visual Arts* -- local arts council, art galleries, museums, art supplies stores
- D. *Performing Arts* -- local theater groups, arts council, drama groups in high schools or community colleges

RESPONSIBILITIES OF THE SILVERARTS COORDINATOR

The SilverArts Coordinator is responsible for the planning and implementation of a quality visual, heritage, literary, performing arts and cheerleaders program. They must follow the "Guidelines" and "Specific Category Requirements" established by the NCSG SilverArts Committee and stated in the SilverArts Manual.

The SilverArts Coordinator should provide accurate results of the SilverArts show(s) to the Local Coordinator. Attention should be given to adequate facilities, safety of participants and their art, fair competition in judging, emphasis on the "spirit" of SilverArts, and the incorporation of SilverArts into the total Senior Games program. This individual should have experience in working with seniors and experience with arts programming. The Local Coordinator will provide a current copy of the SilverArts Manual and details/forms on SilverArts to the SilverArts Coordinator.

RESPONSIBILITIES OF A SILVERARTS COMMITTEE

1. Follow the NCSG policies. The SilverArts Committee may add or delete sub-categories under each category, noting on their entry form that the additional categories will *only* be offered at the local level.
2. Determine dates for Local SilverArts between February 1 and June 15. The SilverArts Committee, the Local Senior Games Steering Committee, the Local Games Coordinator, and the SilverArts Coordinator, or a combination of the above may make this decision.
3. Develop a budget. Some items that may be included are:
 - A. Revenue
 - registration fees
 - admission fees
 - sponsorships
 - in-kind contributions
 - B. Expenditures
 - postage
 - printing (registration form, program, tickets)
 - facilities (auditorium, art gallery)
 - rental or purchase of equipment (lighting, microphone, sound system, display panels, easels, tables)
 - technical staff (lighting, stage manager, sound, person to manage the show)
 - judges fee (\$50 is a median fee unless services are donated)
 - recognition (certificates, awards, pins, ribbons)
 - food (reception, dinner)
4. Determine whether SilverArts will be showcased or judged.
5. If judged, establish criteria for a judging process. Select qualified judges. Use the NCSG “Criteria for Judging” and “NCSG Judges Scoresheets”. State Finals winners must be reported to NCSG via the Local Games Computer Program within ten days of the SilverArts Show.
6. Establish plans for receptions and special activities.
7. SilverArtists are registered participants of your Local Games. All participants should complete an *Entry Form* and sign your liability waiver, and receive the same registration packet as other Senior Games participants.
8. The SilverArts Coordinator and committee should thank all groups and individuals involved in the planning and production of the SilverArts program.
9. Complete a thorough evaluation of all forms, display methods, facilities, awards, etc.

SILVERARTS REGISTRATION

1. Establish a registration committee and registration process for SilverArts. This may be accomplished by the SilverArts Committee or the Local Games Registration Committee.
2. Design and develop the SilverArts section of the Entry Form. Special information for the SilverArts Entry Form:
 - “Specific Category Requirements of SilverArts” for your participants. *A camera-ready copy (on one page) is available in this Manual (see Appendix T) and must be a part of your Local Games Entry Form.*
 - Particular rules/requirements for each category must comply with NCSG SilverArts Guidelines.
 - Categories and sub-categories to be recognized and accepted
 - Number of categories/sub-categories each participant may enter
 - Number of entries allowed *per category* per participant
 - Fees: per person/per entry/admissions, etc.
 - Dates, times, location for delivery and pick-up of entries
 - Day, hours, and location for SilverArts exhibition(s)
 - Age of artist at the time the entry was completed (50+ required)
 - Judging criteria/selection of judges
 - Awards information
 - Liability Waiver for the participant and for damage or loss of the entry
 - Background information on participants (may require if hosting a Literary Arts Reading or for introduction of Performing Artists)
 - Provide information for qualifying for State Finals (See SilverArts Guidelines).

Please consult the Registration section of the NCSG Planning Guide for more information about registration. Remember, the SilverArts participant must be 50 years of age on/before December 31.

SILVERARTS PUBLICITY

1. Time Line

- A. *Primary Phase* -- Approximately three-six months prior to the registration deadline
 - 1. Notify possible participants of the upcoming event, rules and registration deadline in time to create and submit an entry.
 - 2. Notify local newspapers, TV and radio media.
- B. *Secondary Phase* -- Approximately two-three weeks before registration deadline
 - 1. Remind potential participants of registration deadline.
 - 2. Inform others.
 - 3. Invite the public to participate as spectators.
 - 4. Invite the local media to participate and report on the event.
- C. *Final Phase* -- During the week of the show
 - 1. Announce the show and publicize winners.
 - 2. Invite the public to the exhibits and or performances.

2. Methods

- A. *Fliers/Posters* -- Develop an attractive, well-written flier/poster before beginning the media campaign. One flier/poster encompassing all the categories offered may be used or a separate flier/poster for each category may be developed.
 - 1. Format -- Word the flier appropriately, giving concise, clear information about categories and sub-categories offered and the procedure for entering SilverArts. List the prizes or awards offered -- ribbons, certificates, etc. Give the dates, times, and locations of deadlines and events connected with SilverArts.
 - 2. Targets -- Select sites potential participants frequent regularly. General locations for placing SilverArts information include: libraries, beauty/barber shops, churches, drugstores, waiting rooms (of clinics, doctor, dentist, and chiropractic offices), coffee shops, booksellers, community colleges, supermarkets, recreation/Senior Centers, and agencies serving seniors.

Businesses/Organizations pertinent to each category are listed below:

- a. *Heritage Arts* -- Home Extension Homemakers Clubs, arts and crafts shows, craft/sewing/art stores, quilting/crocheting/knitting clubs, Cooperative Extension Office
- b. *Visual Arts* -- arts council, art supplies store, camera/photography shops, galleries, exhibits
- c. *Literary Arts* -- journalism classes, newspapers, local magazines, arts council, writer's groups, booksellers
- d. *Performing Arts* -- drama clubs, acting groups, choruses, dance classes, dance and fitness studios.

3. Distribution -- Distribute fliers according to the time line established. The SilverArts Committee, the Publicity Committee of the Steering Committee, or a combination of the two may be needed to get the fliers out. Additional volunteers may be needed for a media "blitz". Ask seniors to distribute fliers at a meeting of any club to which they belong. Make arrangements to get the fliers down after SilverArts (storeowners may be willing to do this.)
- B. *Newspaper, TV, Radio* -- Consider which segments of the media are most appropriate for promotion/publicity of SilverArts.
1. Local newspaper would be an excellent sponsor, especially for literary arts.
 2. Articles and pictures provided to local papers will give SilverArts much needed publicity. Consider articles on the opening of registration ("now accepting entries for..."), number of entries/participants, exhibition and performance dates.
 3. Feature editors may write about the exciting opportunity for senior artists or about some of the people involved either this year or last year. You may wish to write the article and send it in yourself.
 4. Public Service Announcements may be announced at radio and some TV stations free of charge. Be sure to get the particulars of the format they prefer before sending in PSAs.
- C. *Speaker's Bureau*
1. Work with NCSG Ambassador(s), and other Senior Games spokespersons, to provide speakers to civic clubs, garden clubs, book clubs, senior citizen clubs, church groups, volunteer groups, extension homemaker clubs, hobby clubs such as quilting, woodcarving, etc.
 2. During presentations, share some of the previous literary entries, or borrow some from a neighboring Games or NCSG, Inc. Show slides of visual/heritage arts or take samples. If possible, use videos to show performing arts. A SilverArts DVD can be purchased from NCSG or shown from the web site.
 3. Enlist service clubs to help with publicity, awards, judging. Use your knowledge of the club's interests to suggest a possible partnership.
- D. *Word of Mouth*

Provide a positive experience so that participants will encourage others to become involved.

USE OF THE NCSG LOGOS

1. The logos and names "North Carolina Senior Games", "Senior Games", "*SilverLiners*", and "*SilverArts*" are legally registered as servicemarks in the state of North Carolina. "*SilverStriders*" is legally registered as a federal trademark. Note: The "silver words" should be written as 1 word as shown here; i.e., no space and a capital letter: *SilverArts*, *SilverStriders*, *SilverLiners*. The logos are available on our website.
2. The NCSG official logos (North Carolina Senior Games with torch and state, NCSG circular logo and NCSG in script) may only be used by Local Games in conjunction with this "statement of sanctioning and sponsorship":
"This program is sanctioned by North Carolina Senior Games, Inc. NCSG is sponsored statewide by the North Carolina Division of Aging and Adult Services."

North Carolina
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Games**



3. Local programs should develop and use their **own** logo and official colors on their souvenir items, merchandise, participant gifts, print materials, etc.
4. The official NCSG logos (including *SilverArts*, *SilverLiners* and *SilverStriders*) may **only** be used in **conjunction** with a sanctioned Local Games' logos. The NCSG official logo(s) cannot stand alone when used by Local Games.
5. Use of the official *SilverArts*, *SilverLiners* and *SilverStriders* logos provides great flexibility in designing merchandising materials such as hats, pins, buttons, T-shirts, etc. Programs may also create special event designs using these logos.

SilverArts



Appropriate uses of the official logos include:

- the official logo is always used in conjunction with the sanctioning statement in #2 (above) and with your own program logo.
 - the design of the logo is not altered in any way.
 - the logo is not incorporated in another design in an unusual or unprofessional manner.
 - the designs are professional and executed with good taste.
6. Good taste is a subjective matter. Please use your good judgement in using the official NCSG, *SilverArts* and *SilverStriders* logos in conjunction with your Local Games logos.
 7. Logos of corporate sponsors **must be correctly used**. They are registered servicemarks and require advance permission, specific colors, and careful consideration prior to use. Check spelling and style!

LEGAL CONCERNS

1. Liability Waiver

Each participant must complete a health form and sign a liability waiver in the Official Entry Form. In addition, SilverArtists should sign a liability waiver when their art entry is submitted for display.

Example Waiver:

SILVERARTS PARTICIPANTS ARE REQUIRED TO SIGN THIS WAIVER:

I agree to release and hold harmless the Senior Games by the Sea Committee, New Hanover County Department of Aging, Wilmington Parks and Recreation Department, the New Hanover County Health Department, and Cape Fear Memorial Hospital for any injury to my person during the SilverArts performance/rehearsal and/or damage to, loss of my art entry(ies) to Senior Games by the Sea SilverArts Show. I certify that the art piece(s) is/are my own work, was/were created within the last 2 years, and after the age of 50.

Signature

Date

2. Insurance

Determine whose insurance covers the participants in the event of an accident (e.g. agency blanket policy) and also determine the fire/theft insurance policies for the facility chosen for the SilverArts display/show.

SILVERARTS AWARDS

Determine who will be responsible for SilverArts awards -- the SilverArts Committee or the Local Games Awards Committee. The following decisions must be made and executed:

1. Types of Awards

Ribbons are traditional acknowledgments for the arts. Other possibilities are trophies, medals, cash, gift certificates, flowers, tickets to plays, complimentary dinners, and participation certificates stating award (example: 1st place in oils, etc.).

At State Finals, ribbons are placed on the winning entries for the Show (and removed when the Show ends/not kept by participants). Medals (same as for sports) are presented to the participants.

2. Recognition of Artists

- ❖ Awards Ceremony may be combined with sports awards ceremony or be held separately.
- ❖ Showcase winners at local businesses, library, senior center, or sponsor's business
- ❖ Display award on artwork or denote with special tag or seal.
- ❖ Reception -- one reception to honor all the artists or individual receptions held for each category offered -- may be combined with a literary arts reading or with the performing arts event.
- ❖ Invite performing artists to entertain at other Senior Games activities such as the Opening Ceremonies, Awards banquet, etc.

Please consult the Award Committee Section of the NCSG Planning Guide for more information on awards.

SILVERARTS JUDGING

The first, second and third place winners in all sub-categories of Heritage and Visual Arts are eligible for State Finals. The first and second place winners in each sub-category is eligible in Literary Arts and one entry may represent a Local Game in Performing Arts.

1. Selection of Judges

Identify prominent persons in the arts community. At least three months in advance choose judges for each category. Multiple judges may be needed to provide expertise for each sub-category. Literary Judges have to “go to work” earlier/in advance of the Games!

A. *Criteria for Selection of Judges*

1. Knowledgeable in the category
2. Aware of the SilverArts philosophy

B. *Paid or Volunteer Judges*

1. Make it clear from the first contact that this will be a volunteer position or that an honorarium is provided. If budget allows, provide a meal or a small token thank-you (T-shirt, artwork donated by a participant, etc.).
2. For some artists, judging is part of their livelihood and must be a consideration as you plan and budget. A precedent is set if judges are paid without a clear definition of who is paid and why. Be consistent.
3. Consider the number of judges needed and outline their responsibilities.
4. If judges are paid, the following must be determined in writing:
 - amount
 - method and date of payment
5. Request written resume or biographical sketch from judges that lists qualifications, skills, and experiences (See Appendix F).

C. *Sources*

1. Heritage Arts
 - a) county extension agents
 - b) arts council
 - c) instructors in home economics/shop/etc. at high schools and community colleges
 - d) members of quilting clubs, craft guilds, arts groups
 - e) owners or employees of craft shops, knitting clubs, fabric stores
 - f) home extension clubs
2. Literary Arts
 - a) head or faculty of English department at local college or high school
 - b) local newspaper or magazine editors
 - c) head librarian
 - d) local writers

3. Visual Arts
 - a) local arts guild
 - b) local arts council
 - c) museum staff
 - d) art instructors from local schools and community colleges
4. Performing Arts
 - a) local arts councils
 - b) theater groups
 - c) drama and dance instructors from local high schools or colleges

2. The Judging Process

- A. *Mail to judges copies of the following information to orient them well:*
 1. SilverArts philosophy and guidelines
 2. List of awards to be presented; how the State Finals representative will be chosen
 3. Entry form/SilverArts Information Form sample
 4. NCSG Judging Criteria (Appendix G)
 5. Suggested rating scale
 6. NCSG official Judges scoresheet
 7. List of responsibilities that may include:
 - a) date, time, and location of judging
 - b) attendance at a reception
 - c) attendance at a question/answer session
 8. request a written resume of qualifications/skills/experience (See Appendix F)
- B. *Call judges one month before show to confirm dates and location of show.*
- C. *Prepare for judges.* List all entries by name for each category and sub-category and give to judges. Have assistants/volunteers to be timers, auditors and to record results.
- D. *Thank the judges in person and in writing.* List judges in program and invite to receptions.
- E. *Set Up*
 1. *Heritage Arts* -- Establish time for judging. Remind judges of any time limitations. On the day of the show, have scoresheets and awards ready for judges. Allow judges privacy and time to study the entries. Cover any names on entries or labels prior to judges' arrival.
 2. *Literary Arts* -- Mail a copy of the literary entries to each of the judges. Make sure that the copies do not have the participants' names on any page. Allow the judges 2 - 4 weeks for judging of sub-categories. Depending upon the anticipated number of entries and the length of time necessary to judge an entry, make sure to plan enough time for this process in your scheduling of the show.
 3. *Visual Arts* -- Establish time for judging. Remind judges of any time limitations. On the day of the show, have scoresheets and awards ready for judges. Give judges privacy and time to study the entries. Cover any names on entries or labels prior to judges' arrival.

4. *Performing Arts* -- Time each performance to make sure it fits within the time limit for State Finals. Seat the judges in the front of the stage or performing area and provide a writing table and lighting. Have official NCSG scoresheets ready for the judges. Inform judges of the number of awards to be chosen and the manner of award presentation. Discuss how ties will be broken, if needed. Emcee should formally introduce judges during the show. Provide an auditor and timers. (See Appendix H -- Performing Arts Judges Scoresheet; Appendix M – Judging Table Process and Job Descriptions; and Auditor's Summary Form--Appendix U).

3. **The Jury Process**

The term "juried" means that one or several judges (or a committee) has looked at each entry and then picked the pieces that will be exhibited in the show. This means that not all of the pieces entered get to be exhibited. After the show is juried, then it is judged, which means that places (first, second, third, best of show, etc.) are awarded.

Given the philosophy of Senior Games SilverArts, the only reason to "jury" a show is if the facility being used does not allow for the display of all the entries. One way to deal easily with the challenge of limited space is to limit the number of entries per person. (If three entries per person have been accepted in past years, limit the entries to two or one.)

If space challenges still exist and the show must be juried, there are two options:

- A. The jury selects a certain number of works by each artist, so that all artists have at least one piece displayed. Some choose to call this a "select" exhibition.
- B. The jury selects pieces based on the quality of the art and selects the number of pieces needed for the show, without regard to the artist. Therefore, one artist may have more than one entry selected and another may not have any selected.

If the show must be "juried", Senior Games encourages the use of option A, since it is more in line with the SilverArts philosophy. If registration is large and space is limited, both jury processes may be needed to bring the numbers down to fit within the space.

APPENDICES:

- Appendix E: How to Prepare for the Juried or Select Art Show
- Appendix F: Judge's Biographical Data
- Appendix G: Criteria for Judging
- Appendix H: Performing Arts Judges Scoresheet
- Appendix M: Judging Table Process and Job Descriptions
- Appendix U: Auditor's Summary Form

THE HERITAGE ARTS EXHIBITION

1. Facility

- A. *Safety and Security:* Identify a safe and secure facility. The display should be locked when the show is closed. Access to the display area after closing should be limited. Small items should be secured.
- B. *Location:* Use available facilities and improvise. Possible locations include recreation or senior center, church, mall, library, art gallery, school, civic club building, bank, or park.
- 1) If possible, accept entry, have the pieces judged, and hang the show all in one location. The location must be easily accessible for accepting, judging, and displaying. Access to a loading dock and elevator may be necessary. Consider easy traffic flow patterns.
 - 2) Get written confirmation of reservation dates, times, cost of facility rental, table/lighting/janitor/security fees, etc. (If free, determine the in-kind value to include in budget.) Include what facility will provide and what you will provide/do.
- C. *Staffing:* Train paid and volunteer staff in proper procedures for handling art entries. Provide assistance in handling large, heavy pieces. Have staff watch all works, especially smaller ones. Enforce safety precautions.
- D. *Lighting:* Compliment the exhibit by using clamp-on spotlights to light dark corners. Sunlight and artificial light may produce a glare on framed/mounted pieces.
- E. *Acoustics:* Provide a sound system for awards presentations.
- F. *Equipment:* Loading dock, hand truck, and/or elevator are helpful for bringing in items such as hand-made furniture. Utilize display aids available such as easels, tables, bleachers, quilt racks, etc.

2. Accepting Entries

- A. *Provide a Record Book* or establish systematic check-in procedures. Record all entries. Include artist's name, title and description of entry. (See Appendix J for a sample.)
- B. *Provide staff a specific written checklist.*
Sample checklist:
- Verify number of items in each set (maximum of 3).
 - Verify that the entry is within the maximum weight limit (50 pounds). Have a set of scales available.
 - Verify that the entry is within the designated size (36" x 42", if framed/mounted -- or can be displayed within a 3' x 3' x 5' area). Have a measuring tape or a size chart taped to the table or wall to settle size disputes.
 - The entry *must* meet specifications of category. If not, refuse to judge it.

- The entry must be framed/mounted and wired properly. (Be aware: Serrated flat hangers often do not hang evenly and do not fit pegboard hangers. Glass covered pictures are heavy.)
 - Refuse any entry that is not dry to touch.
 - Prepare and attach a label or participant number to each piece. If more than one entry per category is permitted, confirm that each entry is properly labeled.
 - Enter the entry in the record book using accepted abbreviations (See Appendix B: Abbreviations for Sub-Categories). A value must be listed for insurance purposes and for interested buyers if the item is for sale.
 - Each participant must sign the liability waiver before entry is accepted.
 - Give the participant a claim check/receipt.
 - Note any damage or spots on entry when you accept it. Take a photo of damage for documentation and/or record in book and on claim check/receipt.
 - Mark special packing boxes with person's name/number or have him/her bring packing material at pick-up.
 - Remind each participant of the pick-up date and time. Print it on Receipt!
 - Check to be sure the entry fee was paid. If it is to be collected when an item is delivered, maintain accurate records.
- C. *Assign specific duties* -- collecting money, writing receipts, moving pieces, completing paperwork, etc.
- D. *Answer questions about the exhibit, including hours and receptions.*

3. Tips for Handling Entries

- A. Entries should be moved only by paid or volunteer staff trained in handling entries.
- B. Cradle fragile entries with both hands. Assume each entry is the original Mona Lisa. Just a slight nick or scratch will not only prevent the artist from returning, but also many others.
- C. Set up crew should have clean hands to prevent damaging entries.
- D. Watch for splinters of wood or rough metal that may scratch or snag cloth, yarn, etc.
- E. Use sturdy tables and have folding table legs locked securely.
- F. Place entry on a level surface.
- G. Rope off exhibit areas or find some method to prevent handling by spectators.
- H. Display small items in a display case or secure setting.
- I. Cover bleachers or shelves with nice paper or wipe with a soft, clean cloth.
- J. Arrange large quilts so the ends do not trail on the floor. Ladders work great!

- K. Place breakable items on a sturdy surface away from traffic, doors, etc.
- L. Do not allow food or drinks in the exhibit area.
- M. Store entries in a temperate, dry, well-ventilated area.
- N. Two persons should carry large entries.
- O. Appropriate claim checks/receipts should be presented and verified before entries are removed. (See Appendix J for a sample.)

4. Displaying Entries

Select someone with experience to arrange or hang the show (not every artist possesses the overall skills to set up an exhibit). The person who arranges the show may prefer to do it alone or may be glad to train you or another volunteer. Each person does it differently. It is the result that matters, not the method.

To present entries most effectively and broaden the community support for your event, mix all levels of heritage art. Focus on all participants and not just the winners. Follow these simple guidelines when arranging the show:

- A. *Be creative* -- use whatever props are at hand -- ladders (covered with paper or fabric) to drape quilts, window rails, bleachers, etc. Arrange the entries naturally and safely.
- B. *Intermingle better entries with those of lesser appeal.*
- C. *Lighting*
 - 1) Darker entries need more light.
 - 2) Clamp-on spotlights may be used to light dark corners.
 - 3) Arrange entries so that sunlight and artificial light will not create glare.
- D. *Security*
 - 1) Place small entries where they cannot be easily removed.
 - 2) Station volunteers at strategic locations to watch art entries.
 - 3) Arrange entries away from doors and other places where they may be easily knocked over.
 - 4) Be certain easel legs do not stick out and present a hazard to someone whose depth perception or vision is poor.
 - 5) Place easels where they will not fold up accidentally. Easels can be tricky!!
 - 6) Allow access in and out by one door only.
 - 7) Keep entries readily in view, not hidden around corners or near doors.
- E. *Grouping Techniques*
 - 1) Theme -- flowers, landscapes, etc.
 - 2) Colors
 - 1) Combine strong colors with black and white if entry cannot be placed alone.
 - 2) Muted colors yield a neutral, gray effect.

- 3) Size/shape -- Use variety in height. One small entry equals 1/2 - 2/3 size of one large one or two small ones equal one large one.
- 4) Direction -- Some entries direct your attention to the right or left. Entries such as this need to:
 - a) Lead you in the same direction.
 - b) Be balanced with another entry in the counter-direction.
 Have a "stopper" -- a strong entry placed at right angles.
- 5) Match horizon level or interpose something between different levels.

F. Hanging Instructions

1. If entries are to be hung on a wall or pegboard and space permits, single hang the entry with the center at 5 feet from the floor.
2. Often one entry must be hung above another in order to display all entries. Decide which entry is the center of interest and arrange other entries around it.
3. Use a small level to get pictures straight.

G. Shelf or Table Display

If entries are displayed on a shelf or table, attention should be directed to:

1. Center of shelf -- Place the largest entries there for safety. Use varied heights alternately to fill the shelf.
2. Ends of shelf -- Place two entries of similar size at the outer edges of shelf. Choose pieces that vary slightly in height, but are shorter/smaller than end pieces -- between 1/2 and 2/3 height.
3. Allow ample space between entries.
4. Create nice, even lines if you have a series of entries the same size. Staggering them creates clutter.
5. Overlap items if space is limited.

H. Stretch table covering tightly. Folds create an uneven base. Choose a neutral color.

I. Arrange entries to discourage touching by viewers. Utilize tactful, vocal volunteers as well as signage. Place entries out of reach and/or rope off display area.

J. Quilt Display

1. Quilts may be placed with pattern up and corner turned back to show lining. Be sure the weight of the quilt will not eventually pull it down.
2. Quilts may be placed with lining up and corner turned back to show design. Smaller entries may be placed on lining of quilt.
3. Quilts may be hung on quilt rack, ladder, standing panel, etc.

K. Display artist's label after judging.

L. Display Book (optional)

Place a display book at the exhibition and include the following components:

1. Statement about exhibit -- include the history, purpose, sponsors
2. List of exhibitors -- for the safety and privacy of the participants, the city could be listed but detailed addresses and phone numbers should be omitted.
3. Related material -- invitation to reception(s) and other SilverArts and Senior Games events, copy of rules, program for reception, copy of flier, newspaper articles, information about ongoing SilverArts opportunities

- M. Signage*
Provide a good quality sign or banner with the name of the SilverArts exhibit.
- N. Guest Register (optional)*
Provide a guest book for audience to sign. This helps to determine the number of visitors/audience attending the show.

5. Judging -- please refer to the section on Judging in this Manual.

APPENDICES:

- Appendix A: Artist's Information Label
- Appendix B: Abbreviations for Sub-Categories
- Appendix C: Displaying Framed Artwork
- Appendix D: Sales of Heritage/Visual Art
- Appendix J: SilverArts Staff Entry Record/Artists Receipt

THE LITERARY ARTS EXHIBITION

1. Accepting and Handling Entries

- A. Literary entries need to be submitted earlier than other SilverArts entries to provide adequate time for judges to read and make selections (allow 3-4 weeks).
- B. Establish systematic check-in procedures. (See Appendix J for a sample.)
- C. Cover/delete the name of artist on judge's copy of entry. Assign numbers to each entry for identification.
- D. Verify compliance with format rules! (See NCSG SilverArts Guidelines and Specific Sub-Category Requirements).
- E. Request a display-quality copy and additional copies (without artist's name) for the judges to review.

2. Judging Process

- A. Assign a number to each entry.
- B. Sort entries into sub-categories.
- C. Mail to judges. Judges will decide first, second, and third place winners in each sub-category. Ask judges to also identify fourth and fifth place entries in case of disagreement among judges on top three entries.
- D. Judges will report winners by numbers assigned to each entry.

3. Displaying Entries

- A. Provide an individual protective cover for each display copy, if needed. Entries should be displayed so that they appear in a uniform manner.
- B. Place an "artist's information label" on the table beside each entry or on the cover (See Appendix A for a sample).
- C. Provide tables for guest register and display book and for displaying entries individually.
- D. Use cloths or table covers, flowers, and other accents to add color and eye appeal.
- E. Provide adequate lighting for reading by visitors.
- F. Have instrumental background music available (optional).
- G. Have a greeter available to welcome visitors, give information, and answer questions.

4. Reading

- A. *Staffing*
 - 1. Greeter -- welcomes guests, gives information, and answers question
 - 2. Moderator/Facilitator -- arranges order of readings, introduces artists, assists in transition from reading of one entry to the next, reads entries upon request of the artist.

NOTE: Moderator will be more effective if he/she can give background information on each literary artist. Entry Form can contain space for this information or it can be obtained later. This information, along with copies of each entry, should be given to the Moderator at least two weeks in advance of the Reading date. The Moderator will also need to know if the artist will be reading his/her own work or if someone else will read.

B. Lighting

Provide adequate lighting for reader(s).

C. Acoustics

Secure a sound system and a room with good acoustics away from loud distractions.

D. Equipment

Provide tables for guest register and display book, comfortable seating for listeners, a podium and microphone.

A Literary Reading may be offered in conjunction with another SilverArts category -- intermingle literary arts readings with Performing Arts acts if time permits, or conduct the reading among the Visual and/or Heritage Arts Exhibits.

5. Publication of Entries

A. Obtain written permission from each artist to publish his/her work on your website, in a newsletter or booklet (may include this information on the Entry Form).

B. Determine deadlines.

- Allow 2 - 3 weeks for typesetting, proofing, and revisions.
- Allow 2 weeks for printing once publication is camera-ready.

C. Establish printing format, i.e., cover, binding, print style, paper size and type.

D. Proofread entries as they are received and after typesetting. Use several different individuals for proofreading.

E. Give each literary artist a copy of the publication. Additional copies could be sold at cost or for a small profit.

6. Judging -- please refer to the section on Judging in this Manual.

APPENDICES:

Appendix A: Artist's Information Label

Appendix B: Abbreviations for Sub-Categories

Appendix J: SilverArts Staff Entry Record

THE VISUAL ARTS EXHIBITION

1. Facility

- A. *Safety and Security:* Identify a safe and secure facility. The display should be locked when the show is closed. Access to the display area after closing should be limited. Small items should be secured.
- B. *Location:* Use available facilities and improvise. Possible locations include recreation or senior center, church, mall, library, art gallery, school, civic club building, bank, or park.
 1. If possible, accept work, have the pieces judged, and hang the show all in one location. The location must be easily accessible for accepting, judging, and displaying. Access to a loading dock and elevator may be necessary. Consider easy traffic flow patterns.
 2. Get written confirmation of reservation dates, times, cost of facility rental, table/lighting/janitor/security fees, etc. (If free, determine the in-kind value to include in budget.) Include what facility will provide and what you will provide/do.
- C. *Staffing:* Train paid and volunteer staff in proper procedure for handling entries. Provide assistance in handling large, heavy pieces. Have staff watch all works, especially smaller ones. Enforce safety precautions.
- D. *Lighting:* Compliment the exhibit by using clamp-on spotlights to light dark corners. Sunlight and artificial light may produce a glare on framed pieces. Darker works need more light.
- E. *Acoustics:* Provide a sound system for awards presentations.
- F. *Equipment:* Loading dock, hand truck, and/or elevator are helpful for bringing in large items. Utilize display aids available such as easels, tables, bleachers, etc.

2. Accepting Entries

- A. *Provide a Record Book or establish systematic check-in procedures.* Record all entries. Include artist's name, title, and description of entry (See Appendix J for a sample).
- B. *Provide staff a specific written checklist.*

Sample checklist:

 - Verify that the entry is within the maximum weight limit (50 pounds). Have a set of scales available.
 - Verify that the entry is within the designated size (36" x 42", if framed -- or must be displayed in a 3'x 3'x 5' area). Have a measuring tape or a size chart taped to the table or wall to settle size disputes.
 - The entry must meet specifications of category. If not, refuse it.
 - The entry must be framed and wired properly. (Be aware: Serrated flat hangers often do not hang evenly and do not fit pegboard hangers. Paper clips may not hold the weight of a larger picture. Glass covered pictures are heavy.)
 - Refuse any entry that is not dry to touch.
 - Prepare and attach a label or participant number to each entry. If more than one entry per category is permitted, confirm that each entry is properly labeled.
 - Enter the entry in the record book using accepted abbreviations (See Appendix B: Abbreviations for Sub-Categories). A value must be listed for insurance purposes and for interested buyers if the item is for sale.
 - Each participant must sign the liability waiver before entry is accepted.

- Give the participant a claim check/receipt. (Suggestion: Use completed evaluation form as the claim check and write participant's number on upper right corner.)
 - Note/photograph any damage or spots on entry when you accept it. Record in book and on Receipt.
 - Mark special packing boxes with person's name/number or have him/her bring packing material at pick-up.
 - Remind each participant of the pick-up date and time.
 - Check to be sure the entry fee was paid. If it is to be collected when an item is delivered, maintain accurate records.
- C. *Assign specific duties* -- collecting money, writing receipts, moving entries, completing paperwork, etc.
- D. *Answer questions about the exhibit, including hours and receptions.*

3. Tips for Handling Entries

- A. Entries should be moved only by paid or volunteer staff trained in handling entries.
- B. Cradle fragile entries with both hands. Assume each entry is an original Mona Lisa. Just a slight nick or scratch will not only prevent that artist from returning, but also many others.
- C. Set up crew should have clean hands to prevent damaging entries.
- D. Use sheets of staple-free cardboard for cushioning between entries when stacking and between handcart and framework if one is used to transport items. Towels may be used between backs of the entries. Never use cloth on the painted surface -- it might snag loose paint.
- E. If no cushioning materials are available, stack the entries front to front, back to back, front to front, back to back, etc. This prevents wires and eyes on back from marring frame or tearing canvas.
 1. Stack so that frame rests against frame.
 2. If one entry in a stack is much smaller than the one beside it, the small frame may dent or stretch the canvas of the larger entry.
- F. Avoid touching the surface of a painting, even if it is behind glass.
- G. Use sturdy tables and have folding table legs locked securely.
- H. Cover bleachers or shelves with white paper/cloth covers or wipe with a soft, clean cloth.
- I. Place breakable items on a sturdy surface away from traffic, doors, etc.
- J. Do not allow food or drinks in the exhibit area.
- K. Place entries on nonskid carpet or foam rubber. Lean and stand on thin edge like books on a library shelf. Avoid leaning an entry against the corner of furniture. It is easy to poke a hole in the canvas or dent the surface.
- L. Carry entries with both hands on the upper ends of the sides, or by wire if it is securely fastened. With metal entries, do not carry by top of frame.
- M. Store items in a temperate, dry, well-ventilated area. Storage in trunks or near radiators may warp pictures.
- N. Insist that sketches, pen and ink, watercolor, and pastels be protected by artist's wrap or glass.
- O. Two persons should carry large entries.
- P. Appropriate claim checks/receipts should be presented and verified before entries are removed (See Appendix J for sample).

4. Displaying Entries

Select someone with experience to arrange or hang the show (not every artist possesses the overall skills to set up an exhibit). The person who arranges the show may prefer to do it alone or may be glad to train you or another volunteer. Each person does it differently. It is the result that matters, not the method.

To present entries most effectively and broaden the community support for your event, mix all levels of visual art. Focus on all participants and not just the winners. Follow these simple guidelines when arranging the show:

- A. *Intermingle better entries with those of lesser appeal.*
- B. *Group entries along wall base.* When entries are arranged, hang the pictures or place on easels. Use volunteers if needed.
- C. *Lighting*
 - 1. Darker entries need more light.
 - 2. Clamp-on spotlights may be used to light dark corners.
 - 3. Arrange entries so that sunlight and artificial light will not create glare.
- D. *Security*
 - 1. Place small entries where they cannot be easily removed.
 - 2. Station volunteers at strategic locations to watch art entries.
 - 3. Arrange entries away from doors and other places where they may be easily knocked over.
 - 4. Be certain the easel legs do not stick out and present a hazard to someone whose depth perception or vision is poor.
 - 5. Place easels where they will not fold up accidentally. Easels can be tricky!!
 - 6. Securely fasten paintings on easels.
 - 7. Keep entries readily in view, not hidden around corners or near doors.
 - 8. Allow access in and out by one door only.
- E. *Techniques for Grouping Entries*
 - 1. Theme -- flowers, landscapes, etc.
 - 2. Color
 - a) Combine strong colors with black and white if piece cannot be placed alone.
 - b) Muted colors yield a neutral, gray effect.
 - 3. Size/Shape -- Use variety in height. One small entry equals 1/2 - 2/3 size of one large one or two small ones equal one large one.
 - a) Alternate vertical-horizontal.
 - b) Double hang small entries.
 - 4. Direction -- Some entries direct your attention to the right or left. Entries such as this need to:
 - a) Lead you in the same direction.
 - b) Be balanced with an entry in a counter-direction.
 - c) Have a "stopper" -- a strong entry placed at right angles.
 - 5. Match horizon level or interpose something between different levels.
- F. *Hanging Instructions*
 - 1. If entries are to be hung on a wall or pegboard and space permits, single hang the entry with the center at 5 feet from the floor.
 - 2. Often one entry must be hung above another in order to display all entries. Decide which entry is the center of interest and arrange other entries around it.
 - 3. Use a small level to get entries straight.
 - 4. Allow 5 - 6 inches between entries to provide space for labels.

G. Shelf or Table Display

If entries are displayed on a shelf or table, attention should be directed to:

1. Center of shelf -- Place the largest entry(ies) there for safety and use varied heights alternately to fill the shelf.
2. Ends of shelf -- Place two entries of similar size at the outer edges of shelf. Choose entries that vary slightly in height, but are shorter/smaller than end entries -- between 1/2 - 2/3 height to fill the shelf or table.
3. Allow ample space between entries.
4. Create nice, even lines if you have a series of entries the same size. Staggering them creates clutter.

H. Stretch any backdrop cloth tightly. Folds create an uneven base. Choose a neutral color.

I. Arrange items to discourage touching by viewers. Utilize tactful, vocal volunteers as well as signage. Place items out of reach and/or rope off display area.

J. Display artist's label after judging.

K. Display Book (optional)

Place a display book at the exhibition and include the following components:

1. Statement about exhibit -- include the history, purpose, sponsors
2. List of exhibitors -- for the safety and privacy of the participants, the city could be listed but detailed addresses and phone numbers should be omitted
3. Related material -- invitation to reception(s) and other SilverArts and Senior Games events, copy of rules, program for reception, copy of flier, newspaper articles, information about ongoing SilverArts opportunities

L. Signage

Provide a good quality sign or banner with the name of the SilverArts exhibit.

M. Guest Register (optional)

Provide a guest book for audience to sign. This helps to determine the number of visitors/audience attending the show.

5. Judging -- please refer to the section on Judging in this Manual.

APPENDICES:

Appendix A: Artist's Information Labels

Appendix B: Abbreviations for Sub-Categories

Appendix C: Displaying Framed Artwork

Appendix D: Sales of Heritage/Visual Art

Appendix J: SilverArts Staff Entry Record/Artists Receipt

THE PERFORMING ARTS SHOW

1. Facility

Select and reserve a site/location for the performances and reception.

A. *Safety and Security*

1. Provide adequate seating for audience.
2. Provide space to accommodate the largest performing group on stage, and adequate dressing room areas backstage or adjacent to the performing area.
3. Lighting backstage, in the dressing room, and corridors should be sufficient so that performers can safely walk to and from the performing area.
4. Determine that stage, stage area, or other performing space has an even and non-slippery floor surface.
5. Provide adequate parking for performers and audience.
6. Request services of Medical Personnel.

B. Judging -- please refer to the section on Judging in this Manual.

C. *Lighting*

Stage should be adequately lighted with front stage lights or overhead lights. Light the performers in the most complimentary manner. Be consistent among competitors.

A simple, effective lighting design can be accomplished with a "gobo" -- a metal plate that fits inside a stage light frame. The metal plate has a specific design cut out in the metal. When light is projected through the "gobo", the outline of the design is projected onto the back wall or curtain of the stage (example, the SilverArts logo).

D. *Sound and Acoustics*

1. Secure quality microphones, sound system (with CD/mp3 player, speakers, etc.) and a tuned piano. Note: Mp3 is the preferred format for State Finals. Have back-up equipment available.
2. Rent or borrow a high quality sound system. The audience and the performers must be able to hear the music. A speaker should be designated for the stage area and another speaker(s) for the audience.
3. Designate a microphone for the emcee's use only.
4. Determine the number of microphones needed by the type of acts (i.e., a vocalist who accompanies her/himself on the piano must have one microphone for the piano and a second microphone for voice). Provide standing, hand-held and clip-on microphones, if possible.
5. If recorded music is used, have performers provide back-up copy. Music should be high quality! No recorded instruction is permitted.

- E. *Dressing Rooms*
Provide adequate dressing and backstage areas for men and women. Consider costume changes, mirrors, practice areas, and restrooms.
- F. *Equipment*
Provide broom and mop for cleaning stage.
- G. *Set/Stage Design*
Type of show will determine set design. Add color and class to the set by using plants, backdrop, special effects, etc. The "SilverArts" logo should be displayed to inform spectators/media (nice banner and/or podium sign).

2. Staffing

- A. *Director* -- organizes the show, determines the order of performances, writes the script for emcee, designs the program, orients judges, timer, and auditors
- B. *Stage Manager* -- coordinates backstage staff and performers
- C. *Lighting Technician* -- secure a professional lighting specialist for the dress rehearsal and show
- D. *Sound Technician* -- station a competent sound person to the side of, or in front of, the performing stage area. The Sound Technician must be able to see the performers at all times.
- E. *Stage Crew*
 1. Props Crew -- responsible for moving stage equipment (pianos, microphones, etc.) on and off the stage between each act. It is helpful if they wear black clothing.
 2. Runner -- responsible for lining up each act backstage, getting the act into the wings at the appropriate time, and helping the act off-stage and into the dressing room area.
 3. Stager -- responsible for getting the act on-stage at the appropriate time.
- F. *Emcee* -- select a person who is comfortable in front of an audience and one who can improvise in the event of a lull during the show; provide the emcee with a written script which includes an appropriate introduction for each act; select/invite emcee early in the planning process; orient well to be fair in comments for all acts.
- G. *Ushers* -- work the front of the house, act as information guides for the audience, give out programs, take tickets, show the audience to seats, answer questions about the facility (should know the location of telephones, restrooms, and emergency exits)
- H. *Judges, Timers, and Auditors* -- See Appendix H: Performing Arts Judges Instructions and Scoresheets; See Appendix U: Auditor's Summary Form

3. Written Program

Determine order of performance and check spelling of performers' names. Diversity will hold audience interest.

List each act with performer's name, the emcee, the technical crew, judges and other acknowledgments. Recognize and thank all persons involved with SilverArts -- volunteers, sponsors, and committees.

4. Dress Rehearsal/Technical Workshop and Show

A complete dress rehearsal (with all costumes, lighting, and music) will assure a quality performance and should be held as close to the date of the actual show as possible. A dress rehearsal gives the performer(s) the opportunity to try out the stage floor and equipment, and the technical crew an opportunity to test sound and lighting equipment.

Every aspect of the show depends on proper timing. The amount of time needed for equipment changes is important to the emcee and the backstage crew.

Once the dress rehearsal is completed, each component of the performance should be readied for the moment the curtain opens and the audience applauds.

APPENDICES:

Appendix B: Abbreviations for Sub-Categories

Appendix H: Performing Arts Judging Scoresheet

Appendix M: Performing Arts Judging Table Process and Job Descriptions

Appendix U: Auditor's Summary Form

APPENDIX A

ARTIST'S INFORMATION LABEL

The NCSG Local Games Computer Program will print these labels for you with correct info!

1. **Sample label:**

Artist's Name: _____
Local Game: _____
Subcategory: _____
Title & Description of entry: _____



*A print-ready copy of this card (8 to a page) is available from the NCSG website (see next page).
The NCSG Local Games computer Program will print labels for you with the correct information.*

2. **Paper**

Use a heavyweight card stock paper of a neutral color, if label is folded or taped to wall.
Use lightweight paper if label will be on entry.

3. **Text**

Print, type or use calligraphy. Use large font or enlarge with copier.

4. **Placement of Label**

- Stand the card upright beside the entry displayed on a table or flat surface.
- Pin, tape, or tie on for other items.
- Place labels at height easily read by persons with poor vision.

5. **Apply the label with the proper materials for that surface.**

- Stick-on labels may damage finish of art piece.
- Use strapping tape on fabric surfaces as masking tape does not stick to fabric surface well for long periods of time.
- Use masking tape on painted walls or check with facility. Some tape will damage painted walls!

6. **Keep the labels a uniform size.**

Artist's Name: _____

Local Game: _____

Sub-category: _____

Title & Description of Entry: _____

Silver Arts

Artist's Name: _____

Local Game: _____

Sub-category: _____

Title & Description of Entry: _____

Silver Arts

Artist's Name: _____

Local Game: _____

Sub-category: _____

Title & Description of Entry: _____

Silver Arts

Artist's Name: _____

Local Game: _____

Sub-category: _____

Title & Description of Entry: _____

Silver Arts

Artist's Name: _____

Local Game: _____

Sub-category: _____

Title & Description of Entry: _____

Silver Arts

Artist's Name: _____

Local Game: _____

Sub-category: _____

Title & Description of Entry: _____

Silver Arts

Artist's Name: _____

Local Game: _____

Sub-category: _____

Title & Description of Entry: _____

Silver Arts

Artist's Name: _____

Local Game: _____

Sub-category: _____

Title & Description of Entry: _____

Silver Arts

APPENDIX B

ABBREVIATIONS FOR SILVERARTS SUB-CATEGORIES

I. Heritage Arts

B	Basketweaving	QM	Quilting (machine stitched)
CR	Crocheting	SG	Stained Glass
J	Jewelry	TDP	Tole/Decorative Painting
K	Knitting	W	Weaving
NW	Needlework	WC	Woodcarving
PY	Pottery (Hand-built or Thrown)	WW	Woodworking
QH	Quilting (hand stitched)	WT	Woodturning

II. Literary Arts

E	Essays (not autobiographical)
LE	Life Experiences (autobiographical)
P	Poetry
SS	Short Story (fiction)

III. Performing Arts

CD	Comedy/Drama
D	Dance
I	Instrumental
LD	Line Dancing
V	Vocal

IV. Visual Arts

A	Acrylic	PD	Photography- Digital
D	Drawing	PF	Photography - Film
M	Mixed Media	S	Sculpture
O	Oil	WT	Watercolor
PA	Pastels		

V. General

PA	Purchase Award
ACPT	Accepted

APPENDIX C

DISPLAYING FRAMED ARTWORK

1. Know what methods and equipment are approved by the facility.
 - a) Can you use nails? What size?
 - b) Methods of attaching labels:
 1. Use strapping tape on fabric walls. Masking tape may not hold.
 2. Use masking tape on other walls, to avoid pulling off paint.
 - c) If supplemental wall space (such as pegboards or kiosks) is used, measure the supplement for length, width, and depth. 1/2" can determine whether a display will be horizontal or vertical. Never assume a ceiling is a standard height of 8 feet. Measure it.
 - d) Portable stands may be two hinged 2" x 4" frames covered with pegboard, or wire or wooden folding screens.
 1. If the frames are L-shaped, both sides can be used.
 2. A kiosk is a three-sided frame usually on rollers, plain pegboard usually covered with fabric.
 3. Consider ease of movement when designing them.
 4. If pegboard is painted, be sure holes do not fill up with paint.
 5. Have correct size hooks for pegboard.
 - e) If you have a permanent facility, consider installing:
 1. A wooden strip nailed to the wall about eye level.
 2. Wooden molding attached to the wall.
2. The center of a single-hung picture should be 5 feet from the floor. Single-hung means that there is only one picture within the vertical space.
3. The center of a double-hung grouping should be 5 feet from the floor.
4. Label Placement
 - a) Allow room for the label in right margin near eye level to permit someone with bifocals to easily read it.
 - b) Avoid placing the label in the shadow of frame or too close to the picture.
 - c) Place the label closer to the picture it describes than to the picture on the right.
 - d) If art piece is displayed on an easel:
 - 1) Place the label in lower right corner or
 - 2) Allow margin on left side of the label and attach to back side of art piece with masking tape.
 - e) Sample label on next page.
5. Use a small level to straighten pictures.
6. Label to be attached to back of art entry by participant (may be included as part of registration information):



ENTRY 1

Name _____

Address _____

City _____

Category _____ Sub-category _____

Title of Work _____

Medium _____

Price _____



ENTRY 2

Name _____

Address _____

City _____

Category _____ Sub-category _____

Title of Work _____

Medium _____

Price _____

APPENDIX D

SALES OF HERITAGE/VISUAL ARTS

1. Designate a person to be in charge of sales and establish written procedures for sales.
2. DOUBLE CHECK the price when accepting entry(ies) from artists. Price on the label should be written by the artist.
3. Maintain a list of entries for sale with correct prices.
4. Sample Procedure for Sales:
If entry is sold, but can not be picked up until the end of the exhibit, have a colored dot placed on the label, or something that indicates the entry is SOLD. Require the money BEFORE placing a sold dot on the label and when the buyer pays for the entry, give a receipt-specifying the name of the piece, the entry number and when they can pick up the piece.
5. If the artist takes orders, s/he could leave cards to be given to those interested.
6. Remind the artists **they** are responsible for turning in sales tax for entry sold.
7. If the purchased entry qualifies for State Finals, it is the artist's responsibility to ensure its availability for State Finals.
8. If the Local Game has a website, consider placing artwork that is for sale on it.

SAMPLE:



INTEREST FORM

Please contact me to discuss price and availability. Thank You!

My

Name: _____

Address: _____

Phone Number: () _____

I am interested in (copy from display card on entry):

Name of entry: _____

Name of artist: _____

Please allow 4 weeks for NCSG to submit this to the artist. The artist is then responsible for contacting you. Thanks!

APPENDIX E

HOW TO PREPARE FOR THE JURIED (OR SELECT) ART SHOW

1. Reserve the location for enough time to complete all components of the show.
2. Have a cart available to help transport entries if needed.
3. Provide cushioning materials if items must be stacked, stored, or transported before display is set up.
4. Provide written signs (labeled YES, NO, MAYBE) to separate chosen pieces.
5. Have at least three stacks -- small, medium, and large -- under each of the headings in #4.
6. Check the label when accepting work to be sure it matches the description in the record book. Sometimes labels end up on another piece if someone has more than one entry. Recheck the label during the judging.
7. Assign tasks to volunteers.
 - Moving works to be viewed (2 - 3 volunteers)
 - Placing judged works in appropriate stack
 - Recording "accepted" or "rejected" in book. Sometimes an entry may accidentally be placed in the wrong stack. Count accepted entries and be sure the number of entries tallies.
8. Know the approximate number of entries you can display.
9. Display items immediately after selection to lessen work and eliminate storage problems.
10. Inform participants when unselected works may be picked up. If storage is a problem, participants may need to pick up work(s) that will not be shown immediately after judging. Inform participants of location and security precautions if items are stored.

APPENDIX F

JUDGE'S BIOGRAPHICAL DATA

Thank you for accepting our invitation to judge. Please provide us with the information requested below. This information will be used in our SilverArts program.

Name _____

Title _____

Current Position or Title _____

In the space below, please list any arts-related education, experience, or interests (heritage, literary, performing, or visual) or attach a resume for our use.

Please return to:

SilverArts Coordinator: _____

Local Senior Games: _____

Address: _____

Phone Number: _____ E-mail: _____

APPENDIX G

CRITERIA FOR JUDGING

Focus on the artist and effort according to SilverArts philosophy. Other considerations are listed below.

1. Heritage Arts

- Originality
- Color
- Eye Appeal
- Function -- does piece do what it is supposed to do?
- Proportions
- Production/Skill/Workmanship

2. Literary Arts

- Creativity
- Rhythm/Flow/Readability
- Message conveyed by words
- Technique -- grammar, style, appropriateness

3. Performing Arts

- Technique (Difficulty)
- Creativity (Originality)
- Execution (Skill)
- Presentation (Showmanship)

4. Visual Arts

- Originality
- Color
- Eye Appeal
- Composition
- Perspective
- Technique

APPENDIX H

**NORTH CAROLINA SENIOR GAMES
PERFORMING ARTS COMPETITION SCORESHEET**

Act: _____ **Sub Category:** _____ **Time:** _____

Score each category 0 (lowest) to 10.0 (highest) for a possible total of 40.0 points. Please use decimal places (ie.7.5, 8.9, etc.) to assist in avoiding ties.

Fill in all blanks. All items must be completed/scored (a zero is acceptable).

	Score	Comments
1. Technique (Difficulty)	____.____	_____
2. Creativity (Originality)	____.____	_____
3. Execution (Skill)	____.____	_____
4. Presentation (Showmanship)	____.____	_____

TOTAL SCORE
(To be completed by Auditor)

●

COMMENTS (To be shared with performer(s)):

Judge's Signature _____

Auditor's Signature _____

APPENDIX I

*******SAMPLE *******

SILVERARTS QUESTIONNAIRE

Present this form to pick up your work Friday, May 2, 10:00 a.m. - 1:00 p.m.,
in the Senior Center Gallery.

I am a:

_____ professional artist. (I have received professional training, earned salary in some form of art, sold work extensively and/or compensation is a substantial portion of my income.)

_____ semi-professional. (I have had some instruction and/or sell works at shows or elsewhere frequently.)

_____ hobbyist. (I have recently begun my particular art form and occasionally sell some of my work.)

_____ I would like to participate in other exhibitions/shows.

_____ I would like a workshop on the following:

_____ framing

_____ pricing

_____ selling

_____ writing

_____ voice projection

_____ body language

Other _____

Please list the positive things about this year's SilverArts:

Please give suggestions for improvements:

I am willing to help with SilverArts in the future:

_____ plan

_____ set up

_____ publicize

Other _____

Name, Address and Phone Number (optional)

THANK YOU FOR YOUR HELP!

APPENDIX J

**SILVERARTS STAFF ENTRY RECORD & ARTISTS RECEIPT
FOR VISUAL, HERITAGE AND LITERARY ART ENTRIES**

ENTRY RECORD

Artist's Name: _____

Title of Entry, Category (V,H,L), Participant Number

- 1. _____ (CAT) # _____
- 2. _____ (CAT) # _____
- 3. _____ (CAT) # _____
- 4. _____ (CAT) # _____

Note: SilverArtists are required to present receipt (below) when entry(ies) is/are picked up.
Pick up time: _____

SilverArt's staff initials _____ Artist's initials _____

*----- Cut or separate here upon completion. Keep top half for records and give bottom to artist --
-----*

ARTIST'S RECEIPT

Artist's Name: _____

Title of Entry, Category (V,H,L), Participant Number

- 1. _____ (CAT) # _____
- 2. _____ (CAT) # _____
- 3. _____ (CAT) # _____
- 4. _____ (CAT) # _____

Note: SilverArtists are required to present this receipt when entry(ies) is/are picked up.
Pick up time: _____

SilverArt's staff initials _____ Artist's initials _____

APPENDIX K

NORTH CAROLINA SENIOR GAMES CHEERLEADER GUIDELINES

Definition of a Cheerleader Group:

Cheerleaders are persons who lead cheers by speaking in rhythmic patterns and/or who present a choreographed routine.

State Finals Cheerleader Showcase Guidelines:

- Each Local Games may enter **one** representative group into the Cheerleader Showcase. If a Local Games has more than one cheerleader group, that Games must choose one group to represent them.
- All persons entering the Cheerleader Showcase must be 50 years of age by December 31 and have been a registered participant at a Local Games. Instructors and/or group members under the age of 50 as of Dec. 31st will not be permitted to perform with the group.
- Each Local Games is limited to a maximum of four (4) minutes of performing time. The 4 minute time limit begins when the first note of music is heard or the first movement is visible to the audience and ends with the exit of the last performer from the stage or final movement of your routine. Exceeding the time limit will result in automatic disqualification.
- Choreography of cheers must follow traditional format -- to "lead" a cheer (i.e. speak in rhythmic patterns) or to present a pom-pom or flag routine. Skits, songs, and square, circle or round dances are **not** considered a "cheer" and may be appropriate for the SilverArts Follies.
- Cheerleaders must register for State Finals using the *State Finals Official Entry Form*, check Cheerleader Competition on the *Form*, and pay a registration fee. Every Cheerleader in the group must complete a *separate* Entry Form. Each Cheerleader will receive the same packet, gifts, and processing as an athlete or an artist.
- Medals will be awarded to first, second, and third place winning squads per group size.
- All performers for all acts must enter "stage right" and exit "stage left" or begin and end in the performance area (See the SilverArts Manual for a diagram).
- If cheerleaders are using music and/or props as part of their routine the group must have an individual (not in the routine) to assist the sound technician with cueing the music and quickly setting up and removing the props from the performing area/stage. Props should be small, lightweight and easy to quickly set up and remove.

APPENDIX L

NORTH CAROLINA SENIOR GAMES CHEERLEADER COMPETITION SCORESHEET

Squad: _____ **Time:** _____

Score each category 0 (lowest) to 10.0 (highest) for a possible total of 40.0 points. Please use decimal places (ie.7.5, 8.9, etc.) to assist in avoiding ties.

Fill in all blanks. All items must be completed/scored (a zero is acceptable).

	<i>Score</i>	<i>Comments</i>
1. UNIFORM	____.____	
Creative		
Appropriate		
Appearance		
2. ROUTINE/PRESENTATION	____.____	
Difficulty		
Knowledge		
Originality/Choreography		
Variety		
Good use of performance area		
Timing & Skill		
3. SHOWMANSHIP/ENTHUSIASM	____.____	
Confidence		
Expression/Smile		
Enjoyment of routine		
Projection		
4. TECHNIQUE	____.____	
Ability		
Execution		

TOTAL SCORE
(To be completed by Auditor)

.

COMMENTS (to be shared with performers):

Judge's Signature: _____ Auditor's Signature: _____

APPENDIX M

PERFORMING ARTS JUDGING TABLE PROCESS AND JOB DESCRIPTIONS

Supplies/Items for Judges Tables:

- Auditor's Summary Forms
- File Folders per category
- Judges Packets
- Judging Table Coordinator's Packet
- Lights/Lamps
- Stopwatches (3)
- Calculators (3)
- Pens/Pencils

Judges:

- Scoresheets (labeled per act in show order are in Judges Packets with pen).
- Give a score for each blank. 1(low) to 10 (high). Initial any changes or corrections made.

All blanks not completed will be scored as zero.

- Comments are welcome.
- Sign the scoresheets.
- Pass the scoresheets to timer(s).

Timer(s):

The timer is responsible for timing each act with a stopwatch to verify that the performance is within the 3 minute time limit. Exceeding the 3 minute time limit will result in automatic disqualification. Timing begins with the first note of music or the first movement visible to the audience and ends with the exit of the last performer from the stage or the final note/movement of the act.

- Write official time in top right corner of scoresheet.
- If time exceeds limit, write "DQ" beside time.
- Did the Judge sign the scoresheet? If not, return it.
- Pass scoresheets to auditor(s).

Auditors:

- Judges scoresheets are numbered 1,2 or 3 to correspond with your form.
- Is every score blank on scoresheet filled in?
- Is time O.K.? If not, make sure "DQ" is written beside time and write "DQ" in "place" column for that act. Point this out to the Judges Table Coordinator.
- Transfer scores to one master copy of Auditor's Summary Form. Please do not write Judge's names on Auditors Summary Form (it will be posted).
- Add up scores for "total" column. 2nd Auditor will double check!
- Determine "places" (1st, 2nd, and 3rd only). 2nd Auditor will double check!
- Put scoresheets in correct file folder and give file folders to Judges Table Coordinator as each category is completed.

Judging Table Coordinator/Co-Chair:

- Review Auditors Summary Form/double check "place".
- Use the white copy of the Auditors Summary Form to give to the Emcee quickly.
- Get Form back from Emcee.
- Take the pink copy of "Auditors Summary Form" to Awards Committee for posting on the Final Results Table.
- Give all scoresheets, forms, and file folders to a Co-Chair. Save everything.

2019 STATE FINALS SILVERARTS HERITAGE ARTS INFORMATION FORM

NAME _____ **LOCAL GAME** _____

Mail this Information Form **with** your Entry Form **and** photo of entry. Online registrants complete a form online, not this document. *All are due in NCSG office by August 1st deadline!*

Please complete this form and submit it to NCSG **with** your State Finals Entry Form. Please place a check (✓) by the **same** SilverArts category on your State Finals Entry Form. Call your Local Coordinator if you need assistance in completing this form. *Keep a copy of this form for your records.* This form **must** be mailed **with** your Entry Form **and** a photo of your entry to be processed. *All appropriate items on this form must be completed.*

Sub-category and Title of Entry

Check only one sub-category. You may only submit one entry per sub-category. You must use a separate Information Form for each entry. Entries incorrectly categorized by you and not in compliance with NCSG Guidelines and Requirements will *not* be displayed or considered in the judging process at State Finals.

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Basket Weaving | <input type="checkbox"/> Pottery (thrown & hand built) | <input type="checkbox"/> Weaving |
| <input type="checkbox"/> Crocheting | <input type="checkbox"/> Quilting (hand stitched) | <input type="checkbox"/> Woodcarving |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Quilting (machine stitched) | <input type="checkbox"/> Woodturning |
| <input type="checkbox"/> Knitting | <input type="checkbox"/> Stained Glass | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Needlework | <input type="checkbox"/> Tole/Decorative Painting | |

TITLE OF ENTRY (*Required for display card*): _____
Brief Description of Entry (subject, color, etc.): _____

IMPORTANT INFORMATION

Your name, the title of your entry and the sub-category must appear on, or be attached to, your entry for identification. The artist must supply any special display equipment/items and attach a detailed description to this form. If on site assembly is necessary, please attach details to this form for NCSG prior approval.

SIZE (Required): _____ *Maximum Size (W)3' x (L) 3' x (H)5' – For entire display/presentation!*

Note: Maximum Weight for an entry is 50 lbs.

Is your entry a set? Yes No **If yes, # of pieces in your set?** _____ *Maximum 3 pieces*

Yes, the **REQUIRED PHOTOGRAPH** of my entry is enclosed **with** this form (due by August 1st). *The photograph must be labeled with your name, the title of your entry and the sub-category. Photos **cannot** be returned.*

I have read and understand the *NCSG SilverArts Guidelines and Specific Requirements* (a copy is available from your Local Coordinator). I certify that the entry is my own work, was created within the last two (2) years, is the same entry that won at the Local Games, and that North Carolina Senior Games will not be held responsible for loss or damage. I understand that my piece must be on display throughout the entire show and must be delivered and picked up at the correct time. **NCSG cannot transport or store entries.** This piece was *not* entered in last year's State Finals. **I will have my name and the title of my entry attached to it for identification at State Finals.** This Form is enclosed **with** my State Finals Entry Form and with the required photograph.

Participant's Signature (*required*)

Date

**2019 STATE FINALS SILVERARTS
VISUAL ARTS INFORMATION FORM**

NAME _____ **LOCAL GAME** _____

Mail this Information Form **with** your Entry Form **and** photo of entry. Online registrants complete a form online, not this document. *All are due in NCSG office by August 1st deadline!*

Please complete this form and submit it to NCSG **with** your State Finals Entry Form. Please place a check (✓) by the **same** SilverArts category on your State Finals Entry Form. Call your Local Coordinator if you need assistance in completing this form. *Keep a copy of this form for your records.* This form **must** be mailed **with** your Entry Form **and** a photo of your entry to be processed. *All appropriate items on this form must be completed.*

Sub-category and Title of Entry

Check only one sub-category. You may only submit one entry per sub-category. You must use a separate Information Form for each entry. Entries incorrectly categorized by you and not in compliance with NCSG Guidelines and Requirements will *not* be displayed or considered in the judging process at State Finals.

<input type="checkbox"/> Acrylics	<input type="checkbox"/> Oil	<input type="checkbox"/> Photography - Film
<input type="checkbox"/> Drawing	<input type="checkbox"/> Pastels	<input type="checkbox"/> Sculpture
<input type="checkbox"/> Mixed Media	<input type="checkbox"/> Photography - Digital	<input type="checkbox"/> Watercolor

TITLE OF ENTRY (*Required for display card*): _____
Brief Description of Entry (subject, color, etc.): _____

IMPORTANT INFORMATION

Your name, the title of your entry and the sub-category must appear on, or be attached to, your entry for identification. The artist must supply any special display equipment/items and attach a detailed description to this form. If onsite assembly is necessary, please attach details to this form for NCSG prior approval.

SIZE (Required): _____ *Maximum Size (W)3' x (L) 3' x (H)5' –For entire display/presentation!
Maximum size for framed entry is 36" x 42" including mat and frame.*

Note: Maximum Weight for an entry is 50 lbs.

Is your entry a set? Yes No **If yes, # of pieces in your set?** _____ *Maximum 3 pieces*

Yes, the **REQUIRED PHOTOGRAPH** of my entry is enclosed **with** this form (due by August 1st). *The photograph must be labeled with your name, the title of your entry and the sub-category. Photos **cannot** be returned.*

I have read and understand the *NCSG SilverArts Guidelines and Specific Requirements* (a copy is available from your Local Coordinator). I certify that the entry is my own work, was created within the last two (2) years, is the same entry that won at the Local Games, and that North Carolina Senior Games will not be held responsible for loss or damage. I understand that my piece must be on display throughout the entire show and must be delivered and picked up at the correct time. **NCSG cannot transport or store entries.** This piece was *not* entered in last year's State Finals. **I will have my name and the title of my entry attached to it for identification at State Finals.** This Form is enclosed **with** my State Finals Entry Form and with the required photograph.

Participant's Signature (*required*)

Date

**2019 STATE FINALS SILVERARTS
LITERARY ARTS INFORMATION FORM**

Mail this Information Form **with** your Entry Form and all copies of your Literary entry. Online registrants complete a form online, not this document. ***ALL items are due in NCSG office by August 1st deadline***

Please complete this form and submit it to NCSG with your State Finals Entry Form. Please place a check (✓) by the same SilverArts category on your State Finals Entry Form. Call your Local Coordinator if you need assistance in completing this form. *Keep a copy of this form for your records.* This form **must** be mailed **with** your Entry Form **and** the original and two copies of your literary entry. *All appropriate items on this form must be completed.*

NAME _____ **LOCAL GAME** _____

Sub-category and Title of Entry

Check only one sub-category. You may only submit **one (1) entry per sub-category.** *You must use a separate Information Form for each entry.* Entries incorrectly categorized by you and not in compliance with NCSG Guidelines and Requirements will *not* be displayed or considered in the judging process at State Finals.

- _____ **Essay** (not autobiographical)– 8 pages maximum.
- _____ **Life Experiences** (autobiographical) - 8 pages maximum.
- _____ **Poem** – 40 lines maximum.
- _____ **Short Story** (fiction) – 8 pages maximum.

TITLE OF ENTRY *(Required for display card):* _____

IMPORTANT INFORMATION

- Entries must be typed in **10 point or larger readable font (suggest Times New Roman or Arial), must be double spaced on 8-1/2 x 11 paper, and must have a minimum of 1” margins.** Electronic submissions must be in pdf format.
- Entries must have a separate Title Page that includes title of entry, sub-category, and name of artist. The title page is not included as a part of the 8-page maximum.
- Name of artist must **not** appear on any content pages (only on the title page, please).

It is required that you enclose one copy of your entry that is *display-quality* **and** 2 additional copies **for a total of 3 copies.** **All copies must be enclosed with this form and received by August 1st.**

____ Yes, the **3 REQUIRED** copies of my literary entry are enclosed and meet the above criteria.

I have read and understand the *NCSG SilverArts Guidelines and Specific Requirements* (a copy is available from your Local Coordinator). I certify that the literary work is my own work, was created within the last two (2) years, is the entry that won at the Local Games, and that North Carolina Senior Games will not be held responsible for loss or damage. I understand that my entry must be on display throughout the entire show and that all three copies will be retained by NCSG. This entry was *not* entered in last year's State Finals. **A display quality copy and 2 additional copies of my entry are enclosed . This form is enclosed with my State Finals Entry Form.**

Participant's Signature (required)

Date

**2019 STATE FINALS SILVERARTS
CHEERLEADING INFORMATION FORM**

Mail this Information Form with your Entry Form and music. Online registrants complete a form online, not this document. *All items are due in the NCSG office by August 1st deadline.*

The **Head Cheerleader** should complete this form. Please place a check (✓) by the same SilverArts category on your State Finals Entry Form. Call your Local Coordinator if you need assistance completing this form. Each **individual member** of your group must submit their own *individual* State Finals Entry Form by August 1st to be registered for State Finals. Only 1 Information Form is required for each group/act. *Keep a copy of this form for your records.* **This form must be mailed with the Head Cheerleader's Entry Form and music to the NCSG office by the August 1st deadline.**

PLEASE PRINT CLEARLY OR TYPE

NAME OF GROUP _____

LOCAL GAME REPRESENTED _____

NAME OF HEAD CHEERLEADER _____

SIZE CATEGORY:

Number of Cheerleaders in squad for State Finals (required): _____
_____ Small Group (2 - 4); _____ Medium Group (5-9); _____ Large Group (10 or more)

Will recorded music be used as part of the routine? _____ **No;** _____ **Yes; Music must be enclosed!**
_____ **CD** or _____ **mp3**

Music must be an mp3 file (submitted electronically or on a flash drive) or a high-quality CD. Music must be sent with this Form and the State Finals Entry Form. No recorded instruction is permitted. This should be the only track on the CD/flashdrive or electronic file; bring a backup copy to the Show. Music may be picked up following the performance. It **cannot** be returned by mail. Music must be received in the NCSG office by August 1st or the act will not be allowed to perform. Please **label your music with the name of your act** and the group leader. **Do not mail this form and your music separately, please!**

Title of the music: _____

- Note: the performance area at State Finals is a large carpeted floor space.
- If you are using music and/or props as part of your routine, your group **must** have individuals (not in the routine) to assist the sound technician with cueing the music and to set up and remove your props quickly from the performing area. Props must be few, light weight and easy to quickly set up and remove.

LENGTH OF ACT (*4 minutes maximum*) : _____ **Minutes;** _____ **Seconds.**

Exceeding the time limit will result in automatic disqualification. It is the group's responsibility to time their own act to determine the official length. Timing begins with the first note of music or the first movements visible to the audience and ends with the exit of the last performer from the performance area or the final movement of your act.

I have read and understand the NCSG Cheerleader Guidelines (a copy is available from your Local Coordinator). As the Head Cheerleader, I understand that all persons in our group must be 50 years of age or better as of Dec. 31st of this year and each individual member of our group must submit a separate State Finals Entry Form, check "Cheerleaders" on it, and submit it to NCSG by the deadline of August 1st. I understand that there is a four-minute time limit and exceeding the time limit will result in automatic disqualification.

_____ **Yes! Our music is enclosed (required with this form by August 1st). Do not mail separately.**

Head Cheerleaders Signature (*required*)

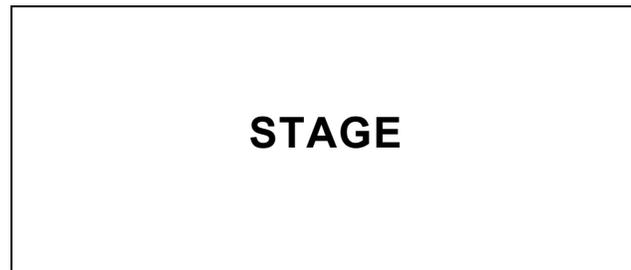
Date

APPENDIX S

STATE DIAGRAM

AUDIENCE

STAGE LEFT



STAGE RIGHT

BACKSTAGE

All performers for the SilverArts Follies at State Finals must enter from stage right and exit stage left. The raised stage dimensions are 32 ft long x 24 ft deep.

APPENDIX T SPECIFIC CATEGORY REQUIREMENTS FOR SILVERARTS

- All persons entering SilverArts must be 50 years of age or better as of December 31st, a N.C. resident for a minimum of 3 consecutive months of the calendar year, and must qualify through a Local Senior Games SilverArts program for State Finals.
- Art entry/entries incorrectly categorized by the artist, or not in compliance with NCSG Guidelines and Requirements, will not be considered in the judging process.
- See *SilverArts* Guidelines for general requirements.

A. Heritage Arts

- Entries must be the work of the individual and not a group.
- Heritage Art entries must be an original work. Patterns may be used, but no stamped pieces will be accepted.
- Pottery must be hand built or thrown.
- Entries from ceramic molds will not be accepted.
- All framed entries must be securely wired, ready to be hung (no serrated hooks or string). Two-dimensional work not properly framed and wired will not be displayed.
- Framed entries can be no larger than 36" x 42", including matting and frame.
- Entries can be no heavier than 50 pounds.
- All entries, except framed work, must be able to be displayed in an area 3'(W) x 3'(L) x 5'(Height).
- Groupings (sets) shall have no more than 3 separate pieces per set. All objects within each piece of the set must be contained within or attached to one of the 3 pieces of the set.
- Artist's name and title of entry must appear on, or be attached to, entry for identification.
- Artist must send a photo of entry with *State Finals Entry Form* and *SilverArts Information Form*. Photos cannot be returned.
- Artists, or their representatives, are responsible to deliver and pick-up their entry at/during the designated times.
- The heritage arts entry entered at State Finals must be the same entry that won at the Local Games.
- An artist may only submit one (1) entry per sub-category at State Finals.

B. Visual Arts

- All artwork, except sculpture, must be framed (or gallery wrapped), securely wired, and ready to be hung (no serrated hooks or string). Artwork, except sculpture, not properly wired will not be displayed.
- Artwork, except sculpture, can be no larger than 36" x 42", including matting and frame.
- Entries can be no heavier than 50 pounds.
- Sculpture groupings (sets) may have no more than 3 pieces per grouping (set).
- Mixed media may be a freestanding piece.
- Photography Film or Digital - determined by the medium on which the image is recorded
- Freestanding entries must be able to be displayed in an area 3'(W) x 3'(L) x 5'(height).
- Artists, or their representatives, are responsible to deliver and pick-up their entry at/during the designated times.
- If on-site assembly is required, details must be specified on the Information Form for NCSG prior approval.
- The art piece must be an original work, not a print.
- Artist's name and title of entry must appear on, or be attached to, entry for identification.
- Artist must send a photograph of entry with *State Finals Entry Form* and *SilverArts Information Form*. Photos cannot be returned.
- The visual arts entry entered at State Finals must be the same entry that won at the Local Games.
- An artist may only submit one (1) entry per sub-category at State Finals.

C. Literary Arts

- All entries must be typed, double-spaced, on 8-1/2 x 11 paper and have a minimum of 1" margins. A minimum font size is 10-pt type (preferably "times new roman or arial"). Electronic submissions must be in pdf format.
- Poems can be no longer than 40 lines.
- Short stories, essays, and life experiences can be no longer than 8 pages.
- All entries must have a title page, which includes title of entry, sub-category, and name of artist.
- Artist's name must not appear on the content pages.
- A display-quality copy of the winning Literary Arts entries, and two (2) additional copies, should be submitted to NCSG by the artist with their official State Finals Entry Form and SilverArts Information Form. No framed or matted entries will be accepted.
- The original and all copies will be retained by NCSG.
- The literary arts entry entered at State Finals must be the same entry that won at the Local Games.
- An artist may only submit one (1) entry per sub-category at State Finals.

D. Performing Arts

- An artist may only have one (1) entry per size of act in each sub-category.
- Performing entries are limited to three (3) minutes of on-stage time. Exceeding the time limit will result in automatic disqualification. Timing is the performer's responsibility and begins with the first note of music or the first movement visible to the audience and ends with the final note of music or movement of the act.
- Performing entries may be one of the following: (a) soloists, (b) small groups (2 - 4 performers), or (c) large groups (5 or more performers). Accompanist(s) will be counted to determine size of act. No one under age 50 as of Dec. 31st will be permitted on stage and an accompanist must be a registered participant.
- All performers for all acts must enter stage right and exit stage left or begin and end on the stage. See the SilverArts Manual for a stage diagram.
- If recorded music is used, it must be an mp3 file (submitted electronically or on a flash drive) or a high-quality CD. Music must be sent with the State Finals Entry Form and SilverArts Information Form. No recorded instruction is permitted. This should be the only track on the CD/flash drive or electronic file. Music may be picked up following the performance. It cannot be mailed/returned.
- At State Finals, NCSG can provide the following items: chairs, microphone(s), piano and sound system. The act is responsible for all other props and equipment and must get NCSG advance approval for use at Show. Props must be small, few, light-weight and easy to set up quickly.
- Voice presentations must be a live performance by the artist. Background music can be recorded. Lip-synch is not permitted as a performing art.
- The Group Leader, who must be a participant, must complete the *SilverArts Information Form* for the group and submit it with their *State Finals Entry Form* and each member of the group must submit their own personal *State Finals Entry Form* by the August 1st deadline.
- The performance at State Finals must be the same performance that won at the Local Games; i.e. same song, dance, music, etc.
- No live animals are allowed, except for service animals.

APPENDIX U SILVERARTS FOLLIES AUDITORS SUMMARY					
	Judge 1	Judge 2	Judge 3	Total	Place
1) Write the Judge's scores in and total them. Get proofed throughout the show.					
2) After the last act, determine the 1 st 3 places (<u>only</u>). Put a 1, 2, and 3 in the last column (Place). If there is a tie, consult privately with the judges quickly, to break the tie.					
3) Give to Judging Table Coordinator to take to the Emcee quickly to announce the top 3 places. Get it back to save. Thank You!					
<i>Instrumental - Small Group</i>					
<i>Instrumental - Large Group</i>					
<i>Vocal - Solo</i>					
<i>Comedy/Drama</i>					
<i>Vocal - Small Group</i>					
<i>Instrumental - Solo</i>					
<i>Vocal - Large Group</i>					
<i>Line Dance - Large Group</i>					
<i>Line Dance - Small Group</i>					
<i>Dance - Solo</i>					
<i>Dance - Small Group</i>					
<i>Dance - Large Group</i>					



North Carolina Senior Games State Finals
SCORESHEET
HERITAGE ARTS

Basket Weaving

1 _____
2 _____
3 _____

Crocheting

1 _____
2 _____
3 _____

Jewelry

1 _____
2 _____
3 _____

Knitting

1 _____
2 _____
3 _____

Needlework

1 _____
2 _____
3 _____

Pottery (*Thrown and Hand built*)

1 _____
2 _____
3 _____

Quilting (hand stitched)

1 _____
2 _____
3 _____

Quilting (machine stitched)

1 _____
2 _____
3 _____

Stained Glass

1 _____
2 _____
3 _____

Tole Painting

1 _____
2 _____
3 _____

Weaving

1 _____
2 _____
3 _____

Woodcarving

1 _____
2 _____
3 _____

Woodworking

1 _____
2 _____
3 _____

Woodturning

1 _____
2 _____
3 _____



North Carolina Senior Games State Finals SCORESHEET

VISUAL ARTS

Acrylics

1 _____
2 _____
3 _____

Photography - Digital

1 _____
2 _____
3 _____

Drawing

1 _____
2 _____
3 _____

Photography - Film

1 _____
2 _____
3 _____

Mixed Media

1 _____
2 _____
3 _____

Sculpture

1 _____
2 _____
3 _____

Oil

1 _____
2 _____
3 _____

Watercolor

1 _____
2 _____
3 _____

Pastels

1 _____
2 _____
3 _____



North Carolina Senior Games State Finals
SCORESHEET

LITERARY ARTS

Essays

1 _____
2 _____
3 _____

Life Experiences

1 _____
2 _____
3 _____

Poetry

1 _____
2 _____
3 _____

Short Stories

1 _____
2 _____
3 _____

Frequently asked
QUESTIONS AND ANSWERS

These questions have been asked by Local Coordinators and participants.
 They are included here for helpful information.

1. What sub-category would these items be in?

- | <i>Item</i> | <i>Sub-Category</i> |
|----------------------------------|---|
| • A cross stitched covered brick | Needlework |
| • Shell Art | Mixed Media |
| • Wood Burning | Wood Carving |
| • Wearable Art | In the category used <i>on</i> the item |
| • Caned chair seat | Weaving, if the caning is to be judged |
- If a quilter uses both machine and hand stitching, in which category should the quilt be judged? Machine

2. **Must ties be broken in SilverArts like in the sports?** Yes. Most Coordinators defer to their Judges to do so...that's the most professional and easiest way to do it. Some Games/Judges choose to look at the most difficult issues (i.e. "skill/technique" vs costume) and look at those scores first to use for the tiebreaker. Others simply ask the Judges to discuss and decide, which is what is typically done at State Finals. If a local Game wants to give 2 medals for a tie, they may...but must only submit one for State Finals.

3. **If an entry at a local Game doesn't fit into any sub-category, can it still be displayed?** Absolutely. Some Games have a "miscellaneous" or "non-sanctioned" category for those items.

4. **Can professionals participate in SilverArts?** Senior Games is for residents of NC who are 50 years of age and better.

Performing:

1. **For Performing Arts, if there is time between two numbers in the same act for applause, does that count as part of the time limit? What about audience reaction (i.e. laughter for comedians)?** Yes, all on stage time counts towards the time limit! See "Timing" definition on Info Form.
2. **For Performing Arts, if a participant pre-records their voice to use as a "back-up" and also sings a second part live, does that meet the guidelines?** Yes, this is acceptable.
3. **For Performing Arts, can a Local game allow an act to be longer than 3 minutes?** Yes, but the 3 minutes that are being used to qualify for State Finals must be specified prior to the performance and considered as a separate piece from the rest of the act.

4. **For Performing Arts, how can music be of "high quality" for State Finals?** MP3 File is best!
5. **In Performing Arts, can an individual be in more than one Act?** Yes...if they were chosen as a representative from more than one Local Game. However, an artist may only have one (1) entry per size of Act in each sub-category at State Finals.
6. **In Performing Arts, can sheet music be used and/or can a "coach" be used for dancers during their performance?** Sheet music is sometimes used, but consider the fact that it may impact scoring by the judges if the competition doesn't use it. An Act can have a "leader" who is a registered participant and a part of the Act, but not someone who is **not** in the Act.

Visual/Heritage:

1. **For Visual Arts, how many media must be used for a piece to be entered as mixed media?** Two
2. **For Heritage and Visual Arts, are pieces that are pre-stamped qualified for SilverArts?** No, because they are not the original work of the artist.
3. **Is digital artwork drawn on a computer with a stylus considered "drawing"?** *Yes*
4. **Can an unframed canvas entry be accepted?** It must be framed or gallery wrapped.
5. **Photography Film or Digital** - determined by the medium on which the image is recorded.

Cheerleaders:

1. **Can the same squad/group of Cheerleaders come to State Finals each year?** *Yes*

Literary:

1. **What is a good way to display Literary Arts?** Dark table cloths/coverings make the display copies (on white paper) show up well! NCSG puts the display copies into a plastic report cover with a white slide binder. They get re-used every year. The computer program generates attractive labels to put on the title page (to show thru the clear cover). All the entries should "look alike" in fairness. It's nice to have a few chairs nearby for people to sit and read the entries.