

Teacher instructions 2021

Guide your students to create their artwork on DPRINT's 8.5 x 14 template and show them the county's design template for the additional elements that DPRINT will add to the final tag. DPRINT recommends that students use non-neon markers for creating the artwork and consume 90-100% of the white space. DO NOT USE chalk, watercolor, colored or graphite pencils. Do not glue art elements on a template. **It is important that you do not change or substitute templates.** *DPRINT will no longer scan non-compliant artwork.*

Submittal checklist

- >Collect artwork, orders and order payment from each student
- >Number your award candidates starting with 1 in the artwork i.d. field.
- >Open the [Artwork Summary](#) in Excel and begin filling it in starting with the award candidates, matching the artwork i.d. to each line number on the form. HANDWRITTEN FORMS WILL NOT BE ACCEPTED.
- >Continue the numbering sequence for ALL ARTWORK SUBMITTED FROM THE SCHOOL. (Do not segregate or re-number by teacher.) Fill in the Artwork Summary and ensure that all artwork is recorded on it, matching line numbers to artwork i.d. numbers carefully.
- >Print a copy of the Artwork Summary and staple it to the exterior of a 10 x 13 envelope containing all of the artwork from your school in numeric order. Send the hard copies according to the instructions received from your county program coordinator.
- >If you have orders to submit, open the [Order Summary](#) in Excel and complete all fields, including the artwork i.d. number you wrote on the student's artwork.
- >Retain any internal or parent order forms and monies according to school policy. DPRINT recommends that you write the artwork i.d. number on those forms for easy future order placement.
- >Email your completed Order Summary file to your school secretary. It will be required for placing your order at <https://mydprint.com/school>

800.888.8545

