

HOST CLUB CHECKLIST

Prior to the Competition

- Organiser emails club competition contacts in all participating clubs at least **4 weeks** before the competition. [The appropriate club competition contact in each participating club will reply by email.]
- Send reminder to the judge **at least 2 weeks** before the competition.
- Organiser receives spreadsheets and/or CDs from all participating clubs **at least 2 weeks** before the competition.
- Organiser acknowledges receipt of entries by email.
- Organiser compiles scoresheet of print entries (as specified on SLF website) and/or creates DiCentra competition for PDIs.
- Organiser emails scoresheet(s) to participants.
- Organiser prints scoresheets for all clubs for distribution on competition night.
- Organiser ensures that blank SLF certificates are available for the competition.

On Competition Night

- Organiser takes along scoresheets and blank certificates.
- Set up hall in good time & ensure there are enough tables for print collation & return.
- With the assistance of one person from each club, collate prints into the order on the scoresheet with print no.1 face up on the bottom.
- Place tie-breaker prints in a separate pile.
- Give scoresheets to participating clubs.
- Arrange for one visitor to give vote of thanks.
- Arrange for one member to put prints up and another to take down.
- Advise judge of requirements:
 - Marks out of 10 (half marks allowed).
 - Number of certificates to be awarded (must go to the top scoring work).
 - Tie-break arrangements.
- Invite judge to look through the prints. This must be done by going through the pile **once** to get the prints back in the correct order on the scoresheet. Ensure that the judge doesn't see the back of prints at any time.
- Run competition, record marks and certificate winners.
- Ensure that marked prints are placed in club piles for quick return at end of evening.
- At end of competition, agree scores with participants.
- Ensure that judge resolves **all** tie-breaks by looking at appropriate tie-break prints/PDIs and awarding an order of preference.
- Get certificates signed by judge and Chairman and issue to appropriate clubs.
- Pay the judge (fees can be reclaimed from the SLF).
- Oversee return of prints and/or CDs to participants at end of evening.

After the Competition

- Organiser emails results to participating clubs.
- Organiser emails results to SLF Competition Secretary.
- Organiser retains a copy of the results.
- For PDI competitions, organiser deletes competition from DiCentra and destroys any CDs not reclaimed by clubs.