

PARTICIPATING CLUB CHECKLIST

Prior to the Competition

- Respond to host organiser's email (sent 4 weeks before competition) detailing who is co-ordinating the entry for your club.
- Create spreadsheet of print entries and/or CD of PDIs (as specified on SLF website). Include photographic distinctions after photographer's surname.
- Send spreadsheet and/or CD to host organiser **at least 2 weeks** before the competition.
- Ensure that all prints:
 - Carry an SLF label for the current season on the back.
 - Have nothing on them that might damage other prints.
 - Have the author's name, title and club marked clearly on the back.

The host organiser will acknowledge receipt of entry; compile scoresheet(s) & email scoresheet(s) to you. You can load scoresheets onto a laptop for use on competition night, or print a paper copy (hosts should provide spares on the night).

On Competition Night

- Get to venue in good time (**at least 30 mins before start** for print competitions).
- Give prints to hosts in correct order of presentation (print no. 1 on top).
- Assist hosts to collate prints into the order on the scoresheet.
- Give tie-breaker print to hosts separately.
- Record marks and certificates.
- Agree scores with hosts.
- Collect any certificates awarded to your club.
- Collect prints and/or CD at end of evening.