

Inter-Club Print and PDI Competition Procedures

Prior to the Competition

- Make sure that you are familiar with the competition rules as stated in sections 3b & 3c of the *Competitions Handbook* (available on the SLF website).
- The host organiser will email the Club Competition Contacts of all participating clubs **4 weeks** before the competition (list of Club Competition Contacts available on the SLF website).
- The clubs will respond, detailing who is co-ordinating the entry from their club.
- For print competitions, each participating club will submit their print titles using the *Print Title Entry Form* on the SLF website. The resulting Print title spreadsheet must be emailed to the host organiser **at least 2 weeks** before the competition.
- For PDI competitions, the PDIs must be sent to the host organiser in the format specified on the SLF website on CD, memory stick or by other means of digital transfer. The PDIs must reach the host organiser **at least 2 weeks** before the competition.

For all competitions, please ensure that all details are entered accurately and include photographic distinctions after photographer's surname. Note: Entries must not be changed after they have been submitted.

- Prior to print competitions, ensure that all prints, including the tie-break print:
 - Are on **40 x 50 cm** mounts.
 - Carry an **SLF label** for the current season on the back (extra labels can be printed from the SLF website – *Note: print them Actual Size not Shrink to Fit*).
 - Have the **print title, author's name, and club** marked clearly on the back.
 - Have nothing on them that might damage other prints, such as Velcro on the back. **DO NOT** use masking tape to mount prints as it comes off & damages other people's work! Use proper (usually brown) mounting tape.
- The host organiser will acknowledge receipt of entry; produce scoresheet(s) (as detailed on SLF website) & email scoresheet(s) to all participating clubs.
- The emailed scoresheet(s) can be loaded onto a laptop for use on competition night, or you can print a paper copy (hosts should provide spares on the night).

On Competition Night

The host club will run the competition in accordance with the *Host Club Procedures* (available on the SLF website).

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

After the Competition

- The host club organiser will email results to the Club Competition Contacts of the participating clubs.
- The host club organiser will email the results to the SLF Competition Secretary who will forward them to the SLF webmaster for inclusion on the website.
- For PDI competitions, the host club will delete the competition from *DiCentra* and delete all images received from clubs. *Note: it is useful for the host club to retain a copy of the completed scoresheet.*