

Host Club Procedures

Prior to the Competition

- Organiser emails Club Competition Contacts in all participating clubs at least **4 weeks** before the competition (printable list available from the Club Contacts page of the SLF website). [The appropriate club competition contact in each participating club will reply by email.]
- The SLF Competition Secretary will send a reminder to the judge, but it is hoped that the Host Club will also contact the judge at least 2 weeks before the competition as a matter of courtesy.
- For print competitions:
 - Organiser receives *Print Title Entry Forms* from all participating clubs **at least 2 weeks** before the competition.
 - Organiser acknowledges receipt of entries by email.
 - Organiser produces a scoresheet of print entries using the *Print Competition Scoresheet Form* (as specified on SLF website).
- For PDI competitions:
 - Organiser receives images in correct resolution and format from all participating clubs via CD, memory stick or other means of digital transfer **at least 2 weeks** before the competition.
 - Organiser acknowledges receipt of entries by email.
 - Organiser creates a *DiCentra* competition for PDIs (as specified on SLF website).
 - Organiser ensures that the *Projector Samples Competition 1400 x 1050* (available from SLF web site) is loaded in *DiCentra*.
- Organiser emails scoresheet(s) to club competition contacts of all participating clubs.
- Organiser prints scoresheets for all clubs for distribution on competition night.
- For print competitions, the organiser ensures that the print scoresheet is loaded onto a laptop to record scores on competition night.
- Organiser ensures that blank SLF certificates are available for the competition.

On Competition Night

- Organiser takes along:
 - Printed copies of scoresheets
 - **Blank certificates**
 - For print competitions, a laptop with the print scoresheet on it.
- Host club set up hall in good time.
- For print competitions:
 - Ensure there are enough tables for print collation & return.
 - Arrange for one member to put prints up and another to take down. Ensure that print handlers know to put marked prints in club piles for quick return at end of evening.
 - With the assistance of one person from each club, collate prints into the order on the scoresheet:

To collate prints quickly and safely:

1. Place print no. 1 face up at the bottom of the pile with print no. 2 face up on top of that etc. The pile will now be in reverse order to that shown on the scoresheet.
2. Advise the judge to go through the prints **once**, each time taking the top print and placing it face up on the second pile. The prints will be back in the order shown on the scoresheet.

- Place tie-breaker prints in a separate pile.
- Give scoresheets to participating clubs.
- Arrange for one visitor to give vote of thanks.
- Advise judge of requirements:
 - Marks out of 10 (half marks allowed).
 - Number of certificates to be awarded (equal to the number of clubs participating in the competition on the night). *Note: Certificates must go to the top scoring work.*
 - Tie-break arrangements. The judge needs to award an order of preference to the appropriate tie-break prints/PDIs. *Note: Prints to be viewed on easel to obtain proper lighting.*
- For print competitions, 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 (see above).

Ensure that the judge doesn't see the back of prints at any time.

- For PDI competitions:
 - (Refer to the *Projector & Laptop Setup Notes* on SLF website for full details of how to set up projectors & laptops for digital projection)
 - Set the digital projector to it's **native resolution**.
 - **Ensure the projector screen format isn't being distorted** to match the laptop screen.
 - If it is, adjust the Windows *Multiple Display* settings to either:
 - Just Use the Projector Screen if using DiCentra v 4.5 or earlier
 - or
 - Extend these Displays if using DiCentra v 4.6 or later
 - Run DiCentra *Projector Samples Competition 1400 x 1050* to enable judge to assess colour reproduction of projector.
- Run competition, record marks and certificate winners.
- 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. *Note: Prints to be viewed on easel to obtain proper lighting.*
- Get certificates signed by judge and Chairman and issue to appropriate clubs.
- **Pay the judge** (fees can be reclaimed from the SLF - email details to Paul Gosling at p.gosling@tesco.net).
- Oversee return of prints and/or CDs & memory sticks 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, the organiser deletes the competition from *DiCentra* and deletes all images received from clubs. Any CDs not reclaimed by clubs should be destroyed.