

PHOTOGRAPHY COMPETITION CHECKLIST



BEFORE THE COMPETITION:

Form a committee of four to six people who can present during the competition. They can be leaders, senior members or interested parents. Each meeting must meet the Rule of Two if there are members present.

1. The number of committee meetings depend on the committee and how much time is required to organize the competition. Usually a meeting early in the summer and in September is enough. At the early summer meeting, review duties and select a chairperson. At the summer meeting discuss duties at the Show.
2. Determine a method to identify and print each competitors' pictures. It could be numbers based on their order of appearance. It's advisable not to have their names showing in any of their pictures. Make sure members have filled out the numbers of the three pictures they took when they return the cameras.
3. By July 31st. send a request to the Planning Committee for the current 4-H Nova Scotia Provincial Show (info@4hnovascotia.ca) requesting the following:
 - a. four tables - one for competitors and three for supplies;
 - b. five chairs;
 - c. competition sign.
4. Arrange for a judge who has some knowledge in photography. Contact Regional Program Coordinator for a list of judges from the area. Provide them with a copy of the Photography Project Newsletter, rules of competition, time, place and date of competition.
5. Your Regional Program Coordinator should be able to give you a list of names of the competitors at least one week in advance of the competition. You can schedule them into a time slot. Be sure to allow enough time for briefing them, 10 minutes for picture taking and time to clean up and get set up for next competitors. The schedule may need to be adjusted at assembly based on the competitors' schedule. You can only be flexible to a point because of developing time. i.e. - 15-minute time slots (10 minutes for picture taking, 5 minutes to return to area and fill out cards, etc.)
6. Get the clerking envelope containing ribbons, article tags and results sheets from the show office on the Friday of the show.
7. At the 4-H NS Provincial Show the top junior and senior competitors will receive a Provincial award.

SUPPLIES PROVIDED BY THE ORGANIZING COUNTY:

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| <ul style="list-style-type: none">o digital cameraso table covero stapler and staples to attach ribbonso tape - scotch and masking | <ul style="list-style-type: none">o pencils for judgeso garbage bagso Sheet of Bristol board per competitor for mounting photos |
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DAY OF THE COMPETITION:

1. Arrive at the competition area at least 45 minutes before the competition begins. Be ready to set up so your competition begins on time. Do not start before scheduled time. A delay in your competition will cause conflicts for the competitors later that day.
2. Arrange the tables and chairs to suit your needs.
3. Have your Committee available to supervise. The competition is scheduled for a meeting assembly at 8:45 a.m. so competitors get their schedule. The competition is scheduled to begin at 9:00 a.m. and runs until 12:00 noon but check most current show schedule.
 - One volunteer should be prepared to review the rules of competition, circulate the schedules and answer questions with competitors at the assembly.
 - One volunteer for every camera to travel with the competitors while they take their photographs. This person records what the pictures were taken of, reminding them of time remaining, if needed.
 - The other volunteer is a person for running in case of problems, questions, etc.
4. Check off members and give them their article tag as they arrive.
5. Before the members start, remind them of the time limit to take their three photographs and ask if they have any questions.
6. When the competitor is finished taking their pictures, make sure tags are filled out properly, closed and secure to entry.
7. Printed pictures must be present and ready for judging by 3:00pm on Saturday.
8. When the judge arrives, review the rules and expectations of the judge with them.
9. Record the results on the clerking sheets. Make sure Saturday night award cards are attached to the top junior and senior entry. There are flat ribbons (1st - 10th) for junior and senior. Turn the results sheets into the show Office. 4-H Nova Scotia Provincial Show results must be posted by 6:00 p.m. of competition day.
10. Arrange competition entries in the display area, if none is available, set up a time for competitors to return and take their item to the county display.
11. Clean up competition area.

AFTER THE COMPETITION:

1. Write a letter to the judge thanking them for their services.
2. After the show write to anyone who donated supplies thanking them for their donation.
3. Record recommendations for another year, including any problems encountered and forward this to your Regional Program Coordinator.
4. Submit Competition Expense Payment Form (and receipts) and Judges Payment Form to 4-H Nova Scotia by October 10th.