

Photography Competition Checklist

Before the Competition:

1. Form a committee of four to six people who can be present during the competition.
2. The number of committee meetings depends on the committee and how much time is required to organize the competition. Review duties and select a chairperson.
3. Determine a method to identify and print each competitor's 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.
4. Ensure the following is available:
 - a. Tables for competition (one for competitors and three for supplies).
 - b. Chairs
5. Arrange for a judge who has some knowledge of photography. Provide them with a copy of the Photography Project Newsletter, rules of competition, time, place, and date of competition. The judge can either be paid by the county council or you may give them a gift. Lunch for the judge, if necessary, is also up to the county.
6. 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 the next competitors. The schedule may need to be adjusted at assembly based on the competitors' schedules. 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 the area and fill out cards, etc.)

Supplies Provided by the Organizing County:

- digital cameras
- table cover
- stapler and staples to attach ribbons
- tape - scotch and masking
- pencils for judges
- garbage bags
- ½ Sheet of Bristol board per competitor for mounting photos

Day of the Competition:

1. Check out the area, clean it up and set it up. Be ready to set up so your competition begins on time. Do not start before the scheduled time. Arrive at the competition area at least 45 minutes before the competition begins. 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. Get the clerking envelope containing ribbons, article tags and results sheets from your Regional Program Coordinator.
4. Have your committee available to supervise.
 - 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 “go-for” for running in case of problems, questions, etc.
5. Check off members and give them their article tag as they arrive.
6. Before the members start, remind them of the time limit to take their three photographs and ask if they have any questions.
7. When the competitor is finished taking their pictures, make sure tags are filled out properly, closed and secure to the entry.
- 8. Printed pictures must be present and ready for judging before the judge arrives.**
9. When the judge arrives, review the rules and expectations of the judge with them.
10. Turn the results sheets in to your Regional Program Coordinator.
11. Arrange competition entries in the display area, if none is available, set up a time for competitors to return and take their item.
12. Clean up the competition area.

After the Competition:

1. Write a letter to the judge thanking them for their services.
2. After the show, write to the donor of the awards and others who donated supplies thanking them for their donation.
3. Record recommendations for another year and any problems that occurred and forward the report to your Regional Program Coordinator.