

## **The 2010 ADDY® Awards How to Enter (The Brief Version)**

- 1. You MUST supply files on a disk for each entry submitted.** PDF, JPG or TIFF only. If the entry is dimensional, such as packaging, you may submit a digital photo of the entry on disk. These files will be used to showcase winning work in AdNews, to distribute to the media, and to include in the ADDY night presentation. Please flatten, or save down to smaller file sizes – something that will reproduce nicely but not be so large that it will take days to open.
- 2. Payment.** Payment for entries must accompany the entries at time of submission. AAF-UTAH will accept payment by cash, check, VISA or MasterCard. Please note payment is not accepted online. Include credit card information on your entry sheet (credit card number, expiration date, 3-digit CVV number located on the back of the card and mailing address including zip codes that the credit card is billed to).
- 2. Reduced entry fees.** How? Become a member of the AAF-Utah and receive a discount on every entry. Individual or Corporate memberships are available. See [www.aafutah.com](http://www.aafutah.com) for more information.
- 3. Envelopes, no boards.** Please submit your entries in an envelope. Do not mount to black board, If it's a clear envelope do not use one with a self adhesive closure. The envelope does not have to be clear, manila or other colors are also acceptable. Boxes should be used for larger dimensional entries that will not fit into an envelope.
- 4. Entry forms and tags.** When you print your entry forms, print two. Each form will have smaller entry tags on the bottom, save these. One entry tag must be affixed to the back of each entry, in the upper right hand corner. If submitting in a clear envelope insert both of the entry form copies along with the entry and close. If submitting in a manila or other envelope, or box include one of the two forms inside the envelope or box, the other should be affixed to the outside of the envelope or box. The only exception to this are entries submitted on disk – see 5.
- 5. CD and DVD entries.** Both CDs and DVDs must be playable in a consumer CD or DVD player, and be formatted as such. DO NOT affix an entry tag to the CD or DVD itself, instead you MUST write the entry number only on the face of the CD or DVD with a permanent marker. Affix the entry tag to the case or sleeve housing the CD or DVD. Put the case or sleeve along with the entry forms into the envelope as specified above. DVDs and CDs must auto-play, and have no agency identifying information on them within the content of the disk.
- 6. Manifest Form.** After filling out the entry forms, you will be required to sign a Manifest Form, listing all of your entries.
- 7. Agency point of contact.** Please supply us with a name and phone number for a person within your agency that we can contact with entry questions. Supply an alternate contact when possible.
- 8. Call us.** We are here to help, and are familiar with rules and categories. No really, call us. Ask lots of questions. If entries are properly prepared it saves us lots of time, and properly prepared entries can be forwarded on to the regional and national competitions. Marcia Winn at Richter7 (303-1523), Shelly Storey at the AAF-Utah office (355-9001) and Teri Gibson at Richter7 (303-1511).