

**2012 ADDY ENTRY
CHECK LIST - SUBMISSION REQUIREMENTS & PACKAGING**

All Entries

1. 2 Samples of Entry with entry number affixed to upper back corner – 1 sample used for preview night on January 19 and one sample for judging on January 20th. This ensures we a perfect sample to send to District 6 judging, if you entry wins a Gold or Silver ADDY
2. 2 Copy – Entry forms (required by AAF National ADDY Committee)
3. 1 Copy - Signed Manifest
4. 1 CD with a PDF and JPG file of the entry with the entry number written on the CD – mark the CD SAMPLE ART (files used for Winner’s Book and Show Production)
5. Payment for entries – check or credit/debit card for payment

ADDITIONAL Requirements of the AAF National ADDY Committee

Broadcast and Computer Presentation Entries – Samples of entry must be on a DVD that will play on a consumer DVD player.

Audio Visual – CDs are the only accepted format – NO AIFF, MP3, WMV or WAVE files are accepted. CD must be able to play on a consumer CD player.

Internet/Interactive Entries – CD or DVD and **must** include a 8.5” X 11” color screenshot of entry. (homepage, pop-up banner, email, e-card, etc.) Double check the spelling of the URL that leads to your entry – it must open in order to be judged. NOTE: The CD/DVD will only be used in emergency situations when Internet access or unexpected hosting situations make viewing the actual site online impossible.

PACKAGING

Plastic envelopes will be available at the drop off sites.

Three-dimensional (3-D) items that cannot fit in the envelope should be placed in an appropriately-sized box. Secure the entry number to the top of the box in the upper right hand corner. The entire entry form should be affixed to the bottom of the box and place a second copy of the entry form inside the box.

Large posters should be placed in a mailing tube with one entry inside the tube with an entry form. One sample of the poster should be wrapped on the outside of the tube with an entry form and secured with rubber bands.