

Northern Counties Photographic Federation

A Member Federation of the Photographic Alliance of Great Britain

Competition Secretaries Best Practice checklist

When booking

- Date, time and location
- In person or on-line meeting
- Will the meeting be shared/recorded on-line
- Type of competition, e.g. inter-club, club, prints, PDIs, prints and PDIs
- Estimated number of entries
- Marks, written comments, placings requirements
- Estimated expenses and any special requirements

Upon acceptance

- Confirm booking in writing by email or post
- Send out club confirmation form if used

When images are available

- Contact the judge to confirm when convenient to deliver prints or transfer PDIs
- Confirm marks, written comments, placings requirements
- Confirm number of entries and expected running time
- Provided exact definition of set subject constraints if appropriate
- Presentation sequence, e.g. winners at the end in reverse sequence
- Confirm if results are required beforehand and if so when and how
- Provide a map/Sat Nav details to find the location and where to park
- Provide a mobile phone number the judge can use to contact the club in unforeseen circumstances

On the night

- Welcome the judge and provide assistance to carry in any print boxes etc.
- Ensure the judge is comfortable with the layout of the room and where to stand
- Ensure the judge is comfortable with any microphone, pointing devices etc.
- Provide the judge with a drink of water
- Confirm the expected timing and when refreshments will be served
- Ensure that the judge's expenses are paid without having to be asked for
- Ensure you know the judge's name, distinctions, club etc. for correct introduction
- Confirm if the club will announce author's names after comments have been given
- On completion, ensure that an appropriate vote of thanks is given
- Ensure that the judge is provided with complimentary refreshments

After the event

- Thank the judge in writing by email or post
- Suggest that the club completes and submits a Judge's Comment Form