

INTERNAL COMPETITION SECRETARY (PRINTS)

Before a Competition

1. 2 weeks before: remind members to bring prints to next session.
2. 1 week before the competition, collect prints from members
 - a. Let members know that if they haven't handed in their prints 1 week before the competition, they MUST notify you of the titles of the prints they intend to bring along on the night by the Saturday immediately preceding the competition so that you can include their titles in your Run Order
 - b. Remind members that PDIs of their prints have to also be submitted by midnight Saturday (you'll need to reconcile the PDIs the Projectionist has with the prints actually submitted)
3. Create a spreadsheet for the Run Order (either by obtaining an export of the list of submitted prints from the Projectionist or creating manually adding in any "late entries")
4. Randomise entries (for instance by typing =RAND() in cell A9, then pull down random numbers down Column A) to create a randomised Run Order
5. Print out a copy of Score Sheet
6. Arrange prints in Print Box according to Run Order

On the night of the competition

7. Arrange prints on Print stands according to Run Order (normally you'll get about 20 prints on each Print Stand, the remaining prints to be ordered on tables/small stands at rear of room)
8. Ask someone else to write down the scores on the Run Order scoresheet you will have printed out (I'm happy to do this for you next season)
9. Place each print in order, reading out the title for the judge
10. Hold backs I normally position together on top left of the print stand
11. At half time, move all non held back prints to back of room and position the prints that were at the back onto the print stands
12. At the end of the competition, collect in all the prints and take home

After Competition

13. Transfer the scores onto the typed Score sheet and send out a) as a pdf to all members and b) as an Excel sheet to the Projectionist.
14. Projectionist:
 - a. Update the current season results table ("MAD").
 - b. Copy all submitted PDI to the Club's image archive.
 - c. Copy all images for prints scoring 18, 19 or 20 to Battle Images folder on Dropbox
<https://www.dropbox.com/scl/fo/ruyj0270uyopq9isc4my4/h?rlkey=n7i1bka779u4op365tbxqdhuk&dl=0>

- d. Enter all 18s, 19s and 20s onto the Image Database as per instructions.
<https://www.dropbox.com/scl/fi/4nz26lk297paiqep9jgtl/Battle-image-database.xlsx?rlkey=k9zi2m5q67hnuq81cqk2r5kxv&dl=0>
- 15. Retain all 18s, 19s and 20s in a separate Print Box to the prints scoring less than 18
- 16. Hand back all prints scoring below 18 to members at a later date as appropriate
- 17. Retain all 18s and overs throughout the year, periodically passing to External Competition Sec