

## Instructions for filling out the Photo Contest entry forms:

1. Start/Fill in Category 1 - Best Portrait of a Man FIRST (if you are entering that category)
2. Type Photographer's Name or Names in the first line; Hit **TAB**;
3. Type the Studio Name— this will repeat on all entry forms; Hit **TAB**;
4. The City / State / Zip – this will repeat on all entry forms; Hit **TAB**;
5. You can complete your signature online or print it out and sign;
6. Fill in date;
7. **TAB** to 2<sup>nd</sup> column, if you are entering more than one photo in the same category and repeat the process;
8. **Tab to the next category and repeat the process**;
9. **You will have to Manually fill in Photographer's Name or names on each category but the rest will automatically fill in for you;**
10. Continue process until you have filled in all the categories that your studio will be entering;
11. Print the form (you can download and save it as well);
12. Cut all sheets on dashed line (be sure to separate the A portion from the B portion). Then tape just the top edge of each entry forms to the back of your mat. We will number and cut off the bottom half of the form when you turn it in.

The diagram illustrates two identical 'AAPI 2024 Photo Contest OFFICIAL ENTRY FORM' sheets. Each sheet is divided into two columns, labeled '1A' and '1B'. The forms contain the following fields and text:

- Header:** AAPI 2024 Photo Contest OFFICIAL ENTRY FORM
- Photographer (s):** A line for entering the photographer's name.
- Studio:** A line for entering the studio name.
- City/State:** A line for entering the location.
- Category:** Best Portrait of a Man
- Sub-category:** 1A (left) and 1B (right)
- Requirements:**
  - Photo must be 8x10 inches
  - Mats up to 11x14 no wording
- Declaration:** I Certify that the studio listed above created this photograph between the dates of January 27, 2023 and January 22, 2024 and that I have obtained any Subject Release(s) required for its publication by AAPI.
- Signature/Date:** Lines for the photographer's signature and the date.
- Validation sticker:** A circular dashed-line sticker in the center of each form.

Arrows indicate cutting instructions:

- A vertical dotted line on the left side: "Cut along the dotted"
- A vertical dotted line on the right side: "Cut along the dotted line"
- A horizontal dotted line across the middle: "Cut down the middle dotted line"

Below the forms are two boxes labeled "1<sup>st</sup> Entry for the Category" and "2<sup>nd</sup> Entry for the Category".

**DON'T FORGET** - All member studios entering the contest must supply a THUMB/FLASH DRIVE of all images entered. All images on the drive must be the same "color" as the photo entered in the contest. No category is exempt. The association needs these images to promote our organization and your studios. Please make sure that the drive is clearly labeled with the company member's name. The drive will be returned to you before the end of the convention (see example on next page).

## Instructions for filling out the Photo Contest entry forms:

- a. **All file names must include:**
  - i. **# Category**
  - ii. **Entry A or B** (you are allowed to enter two images per category with a maximum of 40 total entries, this should match the contest entry form please)
  - iii. **Studio name** (abbreviate, some programs do not handle long file names well)
  - iv. **Year (2024)**
  - v. **Photographer's name**
  - vi. Example: **1\_A\_DocWenzels\_2024\_JeffMulvihill.jpg**