

Entry Guidelines

ELIGIBILITY

All members of CASE District VIII are eligible to enter the competition. Freelance or consultant work may be entered through the member institution for which it was produced. Qualified entries must have been completed between January 1, 2005, and October 31, 2005. Entries must not have been submitted in a previous District VIII competition, but remain eligible for the CASE Circle of Excellence Awards.

DEADLINE

The deadline for registration, payment, and entry is Wednesday, November 16, 2005. Late entries will not be considered. Entries are expected to be submitted in a neat and professional manner.

ENTRY FORM AND FEES

Send entries, each with a separate entry form, and one check/cheque or money order for ALL entries in that category, to the appropriate Judging Coordinator listed for each category. Entry fees are \$35 (US funds) per entry.

Make checks/cheques or money order payable to: **CASE District VIII Awards**

Please provide a separate check/cheque or money order **to each judging coordinator** for **all** entries in that category.

If paying by credit card through this site (see the Payment link), please advise on your entry form that you paid via credit card by filling out the section that asks for the confirmation number, total amount paid online and the date of the transaction.

Please note that categories are judged in different locales. Misdirected entries cannot be considered.

JUDGING PROCESS

Judges are professionals in the category fields and are *not* advancement employees of District VIII institutions. Because of the volume of entries received, these volunteer judges cannot provide critiques of non-winning entries. Entries will not be returned. Award-winning entries may be claimed at the conclusion of the conference. Unclaimed materials will be discarded.

SENDING IN YOUR ENTRY: SOME THINGS TO CONSIDER

When sending in your entry, please package it just so that it arrives undamaged! Most categories call for submitting two (2) copies of each item – this gives us a back up copy to present as the winning entry, in case one gets damaged during judging. Please do not mount entries and/or send in supporting documentation that is not part of the entry (particularly in Projects). Each entry is judged on its own merit, not on how much it is improved over the “old” version or how it fits in with other pieces, unless all pieces are part of the whole package.

This year, we’ve re-instituted the practice of including the costs to produce items. Not only is our district vast in size, so are our member institutions! By including the cost it took to produce your entry, and how much each piece cost to produce based on the budget and quantity, our judges can take into account the size of your institution (so don’t forget to include your FTE enrollment numbers!). Also, let us know if your item was produced in-house or by an outside firm. This doesn’t change the value of the entry, but it does ensure that you and your institution’s staff are recognized when your entry wins an award! You don’t need to worry about tracking every little expense attached to the project – your estimated costs or budgeted costs are sufficient.

To complete the cost reporting requirement for your entry, please indicate on the entry form and in the abstract either the cost per unit or the total project cost, **and** the quantity produced. These outside costs could be design, photography, writing, consulting or contract work, free-lancer fee _____s or printing and production. For example, if an invitation packet cost you \$15 per piece to produce, including the work of a contractor, but you only produced 100, that would explain the high per unit cost. This requirement does not apply to entries in the Writing category.

Due to the volume of entries received, CASE District VIII is unable to provide feedback on any non-winning entries.

AWARDS STRUCTURE

Bronze, silver and gold certificates will be awarded at the judges' discretion.

Bronze Award

A good, solid entry that is above average in execution and/or concept.

Silver Award

An excellent entry that is well above the average.

Gold Award

A superior entry that exhibits outstanding qualities.

Grand Gold Award

Each category will have one Grand Gold winner, for a total of six for the entire competition. Grand Gold winners contend for the Virginia Carter Smith Grand Crystal Award, judged and presented during the CASE District VIII Conference. A Grand Gold Award is of the highest quality: an entry that stands out from the rest.

Virginia Carter Smith Grand Crystal Award

The entry selected as best in show.

NOTIFICATION OF AWARD

Award winners will receive notification in advance and are invited to be recognized at the awards ceremony, Friday, February 24, 2006, during the annual District VIII Conference in Vancouver, British Columbia, Canada. Winning entries will be displayed throughout the conference.

The entry judged to be the best in each category receives a Grand Gold Award and is then eligible for the Virginia Carter Smith Grand Crystal Award. Judging for the Grand Crystal Award is done by a panel of Judging Coordinators and members of the CASE District VIII Board. The nominees are honored and the Grand Crystal Award winner announced at the annual conference Awards Banquet on February 24, 2006.

Please note that winning entries at the regional awards competition *are not* automatically advanced to the national Circle of Excellence competition, nor is a non-winning entry disqualified from entering that separate CASE awards competition. All District VIII members are encouraged to enter the national competition.

RIGHTS STATEMENT

The entrant grants CASE District VIII permission to exhibit or publish entries. The entrant warrants that the work entered is original, except for material from the public domain and any other material as may be included with the written permission of the copyright owner, and that the work does not infringe on any trade name, trademark or copyright. Entrants agree to indemnify CASE District VIII and hold it harmless from any and all claims, including, but not limited to, any losses, costs, fees, and damages that may be made against it by reason of CASE District VIII reproductions. If necessary, securing releases is the sole responsibility of the entrant.

Entries become the property of CASE District VIII and will not be returned. CASE District VIII shall not be held liable for loss of any entries. Judges review all pieces submitted to the Program and the final winners are determined at their discretion. Decisions made by the judges regarding entries accepted and level of awards given are final. Submission of entries is acknowledgement of these terms.