

Guidelines For All Competitions

Review entry form for contest specific information

Each squadron participating in N/Mar/PR/Com contests may submit a scrapbook, videotape, DVD, 35mm slides with taped audio track or computer generated program using Microsoft PowerPoint for competition.

First place winners from each district will advance to the national level. Entries will be judged according to guidelines established by the National Public Relations Committee.

Winners will be awarded 1st, 2nd, and 3rd place awards at the Spring Governing Board.

- Judging** A committee of USPS members at both district and national level will judge entries.
- Squadron** There is no limit to the number of entries from each squadron that may be submitted for district judging
- District** Five judges, including the Public Relations Officer, make up the committee. Judges may not judge the entry of their squadron.
- National** Five judges, including the competition chairman, make up the committee. All selections are subject to the approval of the N/PR/Com chair or assistant chair.
- Notes** If but one entry is received by the squadron or district, this entry will be judged to make sure the entry meets the contest qualifications.

ALL MATERIALS CONTAINED IN THE ENTRY MUST HAVE BEEN PRODUCED AND/OR PUBLISHED DURING THE CALENDAR YEAR PRECEDING THE ENTRY. (1 JANUARY - 31 DECEMBER)

- USE** N/M/PR/Com reserves the right to use entries in other USPS promotional or marketing projects.
- Entry Deadlines** POSTMARK BY 1 APRIL - SQUADRON ENTRY TO DISTRICT PRO FOR DISTRICT JUDGING
POSTMARK BY 1 MAY - DISTRICT WINNER TO APPROPRIATE NATIONAL COORDINATOR FOR NATIONAL JUDGING.
Contest forms can be obtained from the USPS web site at:
www.usps.org/national/pr/contestforms.pdf

Entry Form

Copy this form as needed.

PR Contest(s) Entry Form

Copy this form, complete the information, and include it with your entry, Check the **general rules/entry requirements** for each contest entered to ensure your entry contains all required information. **This form (completed) must be included with each entry.**

Squadron Entries must be sent to District PRO
By April 1st

SQUADRON ENTRY

** Send to District PRO**

Which contest entered? _____

Scrapbook



Video



PowerPoint Slide



Print or type:

Activity Year _____

Squadron _____

Commander _____

Squadron _____

Squadron PRO _____ E-mail _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

District Entry

DISTRICT PRO, fill out box below and forward this form along with the following information to the appropriate **national competition chairman** by May 1st.

_____ Number of squadron entries judged.

_____ District **First Place** winner (squadron)

Judges

1. _____ Squadron

2. _____ Squadron

3. _____ Squadron

4. _____ Squadron

5. _____ Squadron

D/PRO's: Check PR web page or with headquarters for appropriate competition Chair(s) and addresses for each contest.

*** Squadron PRO: put additional information and descriptions on back of this form***

Video: _____


Describe your entry	Presented To	Broadcast Via	Date	Potential Audience Size
PSA	Length	Broadcast Outlet	Date	Potential Audience Size

Slides & PowerPoint:

Describe your entry	#Slides/Frames	Presented To	Date	Audience Size
		Presented To	Date	Audience Size

JUDGING SCORE CARDS

Copy these forms as needed for judging.




Charles Chapman
Scrapbook
Competitions

Activity Year Squadron District Judging Date Judge District Squadron


Scoring is based on an evaluation of the entry in five categories. Each category is assigned a rating from **1 (Poor) to 9 (very good.)** Judges are exempt from and shouldn't judge their own squadron.

Category	1	2	3	4	5	6	7	8	9	Score
Neatness										
Media Coverage <i>Was there variety?</i>										
Creative Activities										
External Publicity <i>Promote USPS image</i>										
Other Activities <i>Boat Shows, Displays, Parades, ETC.</i>										
Total Score										



Roger Upton
Video
Competitions

OR



Carl C. Mahnken
Commander's Cup
Slide/Power Point
Competitions

Which contest are you judging? _____

Activity Year Squadron District Judging Date Judge District Squadron

Scoring is based on an evaluation of the entry in six categories. Each category is assigned a rating from **1 (Poor) to 9 (very good.)** Judges are exempt from and shouldn't judge their own squadron.

Category	Score	1	2	3	4	5	6	7	8	9	Score
Presentation											
Appropriate Theme											
Interesting Script											
Color Quality											
Sound Quality											
Visual Effects											
Total Score											