

Pre-judging Procedure:

1. A monthly schedule needs to be set up by the competition chairman. This should be a time that is convenient for all 3 judges and all other people involved in the judging procedure. Support positions include a person(s) to record scores, operate the image viewing computers and the judging machine.
2. When a date for pre-judging is chosen, the club should receive notification of the submission dates for their competition images.
3. The competition images need to be provided to the scoring location before the day the judging takes place.
4. The thumbnails need to be printed by whoever takes in the images. These need to arrive at the judging location no later than the time of the actual judging.
5. Any necessary equipment such as the scoring machine needs to be brought to the judging location.
6. The images will be judged by three judges who view the images on a calibrated computer screen.
7. The 3 judges will give collaborative comments on the images that requested comments and on any other images they feel will provide a learning experience for the club. The comments will be recorded.
8. As the images are judged, they will be moved into numbered folders. The high scoring images will be forwarded to the web master to be put into the Best of the Best.
9. At the club meeting, each image will be slowly presented with their score and any comments from the judges being read.
10. The high scoring images will be reshown at the end of each category and their makers will be asked to claim the image and be recognized, they may also be asked to share any info about the image & how the image was created (ie. Lens, f stop, techniques used...).

