

Helpful steps for successful entry and drop-off of competition entries.

The following steps will allow you to easily and quickly drop off your student's work. It will also allow HCC to manage the total amount of entries effectively and safely, so that we can return all entries on competition night.

1. Make sure each print has a label attached on the back with the arrow pointing in the direction the student would like the image displayed. Make sure the label contains all the information requested and is legible. Required information is the full name of the student, full name of the teacher, the category for which the print is being submitted, and the school name.
2. Make sure print entries are within the proper size limits stated in the submission guidelines (matted prints no smaller than 8 x 10 and no larger than 16 x 20)
3. All digital entries must use the approved file name procedure for each submission. The file naming procedure is listed on the submission guidelines handout. Make sure to create a separate folder (on your media device) for each of the three categories in the competition. Digital submissions must also be sized correctly for submission. All digital entries must be in the JPEG file format and no larger than 1280 pixels on the long end of the image.
4. Make sure your media device (jump drive, etc.) is clearly labeled with the proper school/teacher information and protected. This will allow for easy return to the proper teacher after the competition.
5. Make sure that there are not more than three total entries across all categories per student. Huntington Camera Club will disqualify any entry after three images have been judged for that student.
6. **Make sure to include a completed Competition Student Entry Coversheet listing every student for which you are submitting and across all media types.**
7. Please limit the amount of clear tape and masking tape used on the backs of prints. Adjoining prints can sustain damage from tape.
8. Drop-offs ***will not*** take place in the downstairs meeting room of the Huntington Public Library as in the past. We are accepting entries by hand at any agreed to location at any time. ***The final date that entries can be received is Tuesday, April 22nd.***
9. Competition night is Tuesday April 29, 2025, at the Huntington Public Library 7:30 PM. The library is located at 338 Main Street, Huntington.

Competition Night notes:

- **Any digital entry judged a finalist must provide a print of the file for competition night.** You will be notified on Thursday, April 24th if any of your digital submissions are finalists. You will also be notified on that date of any other student that has been judged to be a finalist.
- All prints will be available for pick up on competition night. Please make arrangements for pick up if you will not be attending competition night.
- All students, teachers, friends and families are invited to attend competition night.