

PHOTO CONTEST CHAIR

Responsible for all aspects of the photo contest, including but not limited to, identifying location, determining rules and procedures, soliciting and collecting entries/fees, arranging for contest judging, and recruiting volunteers for set-up/tear-down of display.

Qualifications

- Good space planning and merchandising skills, creative.
- Organized and detailed oriented with good follow-up skills.
- Helpful if attended at least one previous BMDCA National Specialty.
- Ability to apply the following basic management skills: (e.g. making decisions, recruiting and scheduling workers, being resourceful, solving problems quickly and efficiently, and dealing effectively with people, and compiling records).

Time Commitment

This is at least a one-year assignment, with moderately busy periods occurring at first to determine contest categories, rules and procedures, and at two-four months out collecting entries/fees and finalizing displays. High volume of activity on set-up/tear-down days and intermittent activity managing on-site ballots/contest. There is also a two-week period after the Specialty when unclaimed photos should be returned and letters of appreciation should be sent.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, and Photo Contest, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Work with the Show Chair to develop the preliminary budget.
- Contact the Hotel Liaison to identify potential sites/locations.

At Least One Year Prior to the Specialty

- Plan on attending current year's specialty if possible to learn from current Chair and make contacts for your event. If unable to attend, contact past Chair to gain knowledge of what categories, rules, procedures and displays worked well, what didn't, etc.
- Begin formulating categories, rules and procedures.
- Develop ideas for marketing campaigns to solicit participation through promotion on e-lists, regional club newsletters, etc. Discuss placement of photo contest reminder in the Alpenhorn with the Publicity Chair.

~Six Months Prior to the Specialty

- Submit information clearly detailing contest categories, rules and procedures to the Planning Booklet and Specialty Website Chairs by prescribed deadlines.
- Finalize decision on display materials, prizes and other expenses and update budget accordingly.

Four-Two Months before the Specialty

- Process entries and payments in a timely fashion. It may be helpful to log/number entries by category upon receipt and affix backing with Velcro. Store entries by category in separate boxes.
- **Submit payments to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form** (see Chapter 6 Attachment A-3).

At Least Two Months out

- Recruit volunteers to assist with judging, site set-up.
- Order placement ribbons/rosettes from Trophy Chair.
- Contact Grounds Chair (or other chair as assigned) to request signage for Photo Contest.

At Least One Month out

- Purchase display materials, signage and authorized budgeted supplies.
- Judge entries (unless being judged on-site).
- Prepare photo contest ballots and ballot box.

Week of the Specialty**Arrival Day (Sunday):**

- Arrive early to survey site with Committee Members to identify any challenges with erecting displays. Begin erecting displays. Troubleshoot problems accordingly.
- Arrange for photo contest ballots to be stuffed into welcome bags.

Set-Up Day (Monday):

- Complete set-up of photo display

Throughout the Week:

- Continually survey photo contest area.
- Empty and tabulate ballots regularly and post winners. (Often can be presented at the Annual Dinner).

Post-show (Saturday)

- Oversee tear down of displays, return of photos/ribbons on-site and clean-up efforts.

Within Two Weeks of the Specialty

- Return any remaining photos/ribbons by mail.
- Post results to the lists, Specialty Website. Forward results and winning photo(s) to Alpenhorn Editor for inclusion in August (Specialty) issue.
- Send thank you notes to volunteers.
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

Key Statistics for Historical Data:

1. Entry Fees (1st entry, 2nd entry)
2. Number 1st Entries
3. Number of 2nd Entries
4. Prizes awarded for top award(s)