



RULES FOR ENTRY

1. Entries must be submitted in the most appropriate division and category. [Download](#) a copy of the divisions and categories listing.
2. Entries for the same project may not be entered in more than one category in the same year; however, pieces from an entry may be entered into other categories. Entries that win Image Awards may not be re-entered in subsequent years unless there has been substantial change in the entry.
3. Some part of the entry must have taken place between January 1, 2019 and March 1, 2020.
4. Entries must be submitted electronically in four separate.pdf files as well as one .jpg file. The titles of all files should include the name of the entry, division and category.

ENTRY ATTACHMENT

- The first PDF, titled with the name of the entry, division, category and the word “Entry,” will be the two-page summary.
- The summary must address each of the following: Research/Situation Analysis; Planning; Implementation; Evaluation; and Budget.
- The summary cannot exceed two typewritten pages.
- Summary must be created in Word using Times New Roman font.
- Type size must be a minimum of ten-point, one and a half-spaced lines, with a .75-inch margin around all sides of the summary.

SUPPORT ATTACHMENT

The second PDF, titled with name of entry, division, category and the word “Support,” contains materials that support or substantiate information provided in the summary.

- The first page of the support material PDF should be a table of contents page indicating information about the files contained within.

- News clippings, photos, publications, and copies of materials used in the implementation of the program/tool are pertinent.
- Photographs may be incorporated into the “Support” PDF to represent support materials not available electronically.
- Examples of audio-visual materials and video coverage may be submitted separately to support any entry in the Public Relations Programs division.

Entries in the Audio/Visual/Online Division should be submitted as electronic files titled with the entry name, division and category.

ORGANIZATIONAL OVERVIEW ATTACHMENT

The third PDF should be the organizational overview. Briefly list company background and staff size to better acquaint the judges with the submitting organization.

50 WORD SUMMARY ATTACHMENT

The fourth PDF should be a 50-word summary of the entry. The information provided in this document will be used when announcing winning entries.

IMAGE ATTACHMENT

The final attachment needed to submit your entry is a JPEG image representing your entry. This will be used in addition to your 50-word summary in the event your entry wins an award.

PAYMENT

Payment for the entry fees can be submitted online or by check. See payment information on the Chapter Entry Form.

ENTRY CHECKLIST

- ✓ Division and category are noted.
- ✓ Some part of the entry must have taken place between January 1, 2019 and March 1, 2020.
- ✓ Summary is no longer than two pages with 1.5 spacing and .75 margin around each page.
- ✓ Minimum type size is 10 points set as Times New Roman font style.
- ✓ Brief organizational overview is included as separate PDF file.
- ✓ All support materials, A/V and electronic requirements are met.
- ✓ 50-word summary is included as separate PDF file.
- ✓ Name(s) to be used on award are specified and properly spelled.

DISCLAIMERS

- The judges reserve the right to reclassify entries if deemed necessary.
- Entries that do not follow all the Rules for Entry may be disqualified.
- No part of the entry may be submitted after the deadline.
- Fees for disqualified entries will not be refunded.

IMPORTANT DEADLINES

All entries are due by 5:00 PM EST on March 5, 2020. Entries must be submitted at www.fpraimage.org. To ensure fairness to all entrants, no exceptions will be allowed.

Awards will be presented April 16, 2020 during our chapter's regular business meeting. Location and time TBD. Winners will be notified in advance so they can plan their attendance.