

2008 APW/NFPW COMMUNICATIONS CONTEST CHECKLIST FOR PREPARING ENTRIES

Eligibility: Entrants must be professional, student or retired members of the National Federation of Press Women. To be eligible to enter the contest, members must have paid 2008 dues. The contest entry fee is \$20 per entry. Contest fees are not refundable. You may enter as many times as you like in each category, but each story is limited to one category or subcategory (CLARIFICATION: Stories may be entered in writing categories, while the page, supplement, publication or website that bears that story also may be entered in editing categories.) Contest classification information can be found on the NFPW Web site (www.nfpw.org). All entries must have been published, issued, broadcast, telecast or printed for the Web between Jan. 1, 2007, and Dec. 31, 2007. **Arizona Press Women entry deadlines are Feb. 1, 2008, for book/fiction/verse entries (categories 72 through 78) and Feb. 8, 2008, for all other entries.**

- ☞ Make sure your dues for 2008 are paid.
- ☞ Make sure your entries are in the proper category. Judges **cannot** switch the category if you make a mistake. Improper categorization can result in disqualification of an entry.
- ☞ Check publication dates of your entries to ensure eligibility. The cover date on a magazine determines publication date, even if it was on newsstands an earlier month.
- ☞ **Note special instructions** in the NFPW contest categories for entries in each of the following divisions: "print media," "photography," "electronic media" (radio & TV and website pages), "advertising," "public relations/promotion/publicity" and "books/fiction/verse," with specific details printed for some of the categories. **If these instructions call for a statement to accompany the entry, the lack of that statement automatically disqualifies the entry.**
- ☞ Record the length of time of TV and radio entries on the entry form **and** envelope.
- ☞ **Submit tear sheets** (whole pages) of photocopies of whole pages of your entry with the date and name of the publication visible. **Entries must be clearly marked** on the tear sheet.
- ☞ Enclose **ONE** check payable to **Arizona Press Women** in your entry package.
- ☞ Enclose **TWO** completed copies of the entry form with each entry.
- ☞ Make sure the entries have the correct number of items in the manila envelope. If directions specify three articles for one entry, there must be three articles enclosed. Incomplete entries will be disqualified.
- ☞ Place each entry in a separate 9" x 12" open-end manila envelope. If entry is too large to slip easily in and out of a 9" x 12" envelope, use the next larger size that will accommodate the entry. **Do not use envelopes that open on the side as entries are stored and handled vertically.** Put a label (as shown below) in the **top right-hand corner** on the **FRONT** of the envelope with the flap at the top. Use appropriate category number and subcategory letter. Do NOT write on back of the envelope or on the flap. Do NOT staple or paper clip entries to the form. Do NOT fasten or seal the envelopes. Fold flaps in and behind the entry.

Entrant's Name ARIZONA 4C

2008 ARIZONA NEWSPAPERS ASSOCIATION OUTSTANDING WRITING CONTEST CHECKLIST FOR PREPARING ENTRIES

Eligibility: Members can compete in the ANA Outstanding Writing Award by submitting duplicate entries of those entered in categories 1 through 9 of the APW/NFPW contest. There is no additional entry fee. This is a separate APW contest and is NOT part of ANA's annual Better Newspapers Contest.

- ☞ Submit a **duplicate** entry for each of your entries in categories 1 through 9. Remove or block out the bylines. Place each in a **separate 9" x 12"** open-end manila envelope. Include one completed entry form.
- ☞ Put a label (as shown below) in the **top right-hand corner** on the **FRONT** of the envelope with the flap at the top. Do NOT write on back of the envelope (side where fastener and flap are located) or on the flap. Use appropriate category number and sub-category letter. Do NOT fasten or seal the envelopes. Fold flaps in and behind the entry.

ANA 4C

☞ **Send all entries** to APW Contest, c/o Barbara Clarihew, 3856 E Diablo Canyon Pl, Tucson, AZ 85718

☞ **For more information** contact Barbara Clarihew, contest coordinator, at (520) 577-6145 or Clarihew@comcast.net.