

2010 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 2009 dues.

Fees: NOTE CHANGE: The contest entry fee is \$25 for the first entry and \$10 for each subsequent entry (regardless of category). The more you enter, the more you save. Contest fees are not refundable.

Categories: Contest category and division information can be found on the NFPW Web site (www.nfpw.org User name: nfpw; password: letnfpwin).

General: 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.)

Dates: All entries must have been published, issued, broadcast, telecast or printed for the Web between **Jan. 1, 2009, and Dec. 31, 2009.**

Arizona Press Women entry deadlines are Jan. 30, 2010, for book/fiction/verse entries (categories 72 through 78) and Feb. 5, 2010, for all other entries.

Signature Line: The signature line on the form is for the contest Chairs to sign. Entrants do not have to sign the entry form.

CHECKLIST

- Make sure your dues for 2010 are paid. (Do not include payment with your entry fees.)
- 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 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.*

MAILING INSTRUCTIONS

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
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Put manila envelopes containing entries in a larger mailing envelope and address to: APW Contest, c/o Vera Marie Badertscher, P.O. Box 35981, Tucson, AZ 85740

**2010 ARIZONA NEWSPAPERS ASSOCIATION OUTSTANDING WRITING CONTEST
CHECKLIST FOR PREPARING ENTRIES**

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.

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If you have questions, contact Vera Marie Badertscher, contest coordinator, at veramarie@pen4hire.com or (520) 820-0299 or Barbara Clarihew, clarihew@comcast.net