

MTAC Scrapbooks and Awards Program Participation Guide

Submission Deadline: May 31, 2008

Please note that all entries must be received by this date. It is *not* a postmark date.

Scrapbooks and Awards Chair
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All MTAC branches and individual private studios are invited to submit entries to be considered for an award in one or more of the following categories:

- Branch Scrapbooks
- Branch Yearbooks/Directories
- Branch Newsletters
- Branch Websites
- Branch Recital Programs
- Individual Private Studio Websites ***New Category for 2008**
- Individual Private Studio Recital Programs
- Other Published Materials, including flyers, brochures, individual private studio newsletters, etc.

Entries in each category will be evaluated for an award based on criteria including – but not limited to – artistry, content, design, graphics, logo, and theme. Each category has a Sweepstakes Award to honor the most outstanding entry. In addition, judges often select Honorable Mention or Runner-Up Awards to acknowledge entries that, although deserved, would not receive an award otherwise.

All participants and winners receive certificates and ribbons. They will be available for pick up at the State Convention (for those attending) or will be mailed afterwards. At the State Convention, winning entries will be showcased on display boards, adjacent to tables with scrapbook entries and remaining participants' entries in folders, where guests can peruse. All Sweepstakes Awards will be presented at the State Convention Awards Banquet. (Attendance to the Awards Banquet is not required to receive an award.)

MTAC Scrapbooks and Awards Program Participation Guide

How To Enter

For Branch Yearbooks/Directories, Branch Newsletters, Branch and Individual Private Studio Recital Programs, Other Published Materials:

1. Submit at least one copy of each (two quality copies preferred) to the Scrapbook and Awards Chair by the Submission Deadline (May 31, 2008)
2. Entries should be for events dating between June 5, 2007 and May 31, 2008.
3. Each branch/individual private studio may submit as many entries as they wish to be considered for an award
4. If submitting entries via email, note in the subject line that it is an MTAC Awards Entry and for what category.

For Branch Scrapbooks:

1. Bring scrapbook entry to the State Convention by the end of the first day (June 27, 2008).
2. Look for the Scrapbook Display Table. It will be clearly labeled and in a public area.
3. All scrapbook entries will be on display beginning the first day (June 27, 2008) and ending Monday evening (June 30, 2008).
4. Judging will take place between the second and third day of the State Convention (June 28-June 29).
5. Please make sure to pick up your scrapbook from the Scrapbook Display Table *after* 2 pm on Monday (June 30, 2008).

For Branch Websites:

1. Confirm your branch website address is correctly listed under your branch name on the www.mtac.org website (under "Branches")
2. It will automatically be considered for an award!
3. Judging of Branch Websites will take place between June 1 and June 15, 2008.

For Individual Private Studio Websites

1. Submit your website address via email to the Scrapbooks and Awards State Chair by the Submission Deadline (May 31, 2008)
2. Judging of Individual Private Studio Websites will take place between June 1 and June 15, 2008.

MTAC Scrapbooks and Awards Program Participation Guide

Awards Judging Criteria and Descriptions

Overall

- Judges are not required to name a Winner for every category.
- At their discretion, judges may pick Honorable Mentions or Runners-Up and may add additional judging criteria, if desired.
- Judges name a Sweepstakes (overall best) Winner for each category.
- All branch submissions are separated into two divisions: "Small Branch" (under 75 members) and "Large Branch" (75 or more members).

Scrapbooks

- *Artistry and Originality* - Overall look, use of color, art or design elements, beauty, originality.
- *Cover* – Best overall cover. Should include branch name and year. May also be judged as "Most Artistic" cover.
- *Content* – Presentation of branch information, programs, events, articles of interest, member information, pictures, and variety.
- *Use of Photos*– Inclusion of pictures, the quality and placement of them, the use of cutting techniques and backgrounds for each as well as descriptions.
- *Design and Structure*- Clear format used (such as chronological or by program), general sturdiness of materials used, clear style and consistent presentation throughout.
- *Popular Choice* – This is chosen by State Convention attendees, who can vote (one per person) for an entry in the "Small Branch" and "Large Branch" divisions.

Yearbooks/Directories

- *Content* – May include member contact information, member pictures, branch/state program descriptions, calendar of events, scholarship information, branch history, branch officers list, branch bylaws or policies, etc.
- *Cover Artistry* – Overall look, use of color, cover art or design elements, beauty, originality.
- *Overall Organization* – Best overall structure, use of table of contents, clarity of information, ease of use, logical order, etc.

Newsletters

- *Artistry and Originality* - Overall look, use of color, cover art or design elements, beauty, originality.
- *Content* – Presentation of branch/state info, programs, upcoming events, advertisements, articles of interest, member information, CM updates, etc.
- *Use of photos/graphics* – Inclusion of pictures/graphics, the quality and placement of them.
- *Design and Structure* - Headlines for each section or article, fonts used, clear banner, branch name and/or newsletter name clearly recognizable, month/year of newsletter included, content divided by sections and organized in a clear and easy way.

Websites

- *Content* – May include member contact information, member pictures, branch/state program descriptions, calendar of events, branch history, branch officers list, branch bylaws or policies, links to music sites, etc.
- *Artistry* – Overall look, use of color, artistic or design elements, beauty, originality.
- *Overall Organization* – Best overall structure, clarity of information, ease of use, etc.

MTAC Scrapbooks and Awards Program Participation Guide

Awards Judging Criteria and Descriptions (continued)

Recital Programs

- *Artistry* – Overall look, use of color, cover art or design elements, beauty, originality. May be subdivided into “Best Cover” and “Overall Artistry.”
- *Theme* – Musical content and/or artwork/images centered on a central idea (e.g. Dances, Movie Music, Music of the Americas, etc). Non-musical elements, such as skits, may be introduced to support the theme.
- *Musical Content* – Interesting or quality programming of standard or non-standard repertoire. May include the way the music is organized on the program (order, categories, etc.) or the actual pieces programmed.
- *Program Notes* – The inclusion of specific information about the program, awards, or other information that adds to the appreciation or understanding of the program.
- *Biography* – Inclusion or best presentation of information about the performers or recital participants. May include pictures of performers.
- *MTAC Mention* – Promotion of the MTAC through the best mention of the organization, use of logo, or overall professionalism. MTAC or logo must be placed somewhere on the program.

Other Published Materials

- Examples of published materials to submit: flyers, brochures, individual private studio newsletters, etc.
- Judging criteria similar to “Branch Newsletters” and “Recital Programs.” See descriptions above.