

## **GENERAL RULES**

1. To enter artwork or crafts, one must be a member of a GFWC FL Woman's Club.
2. The work must have been completed within the past year.
3. The work must have been made entirely by the member themselves.
4. No item may be entered in more than one category.
5. Each member is responsible for entering her work under the proper category
  - a. Items not in the proper category or those that have not followed an entry rule, may be displayed, but will not be eligible for an award.
6. All forms submitted must be current for the term of 2016-2018. (The current forms are published in this handbook. Please type or print legibly).
7. A member may not enter any items in the competition in which she has grossed \$1,000 or more from sales or teaching within the twelve months preceding the competition.
8. All members entering the competition must have signed the Release Form - no exceptions.
9. You may display multiple pieces together: i.e. teapot with cup & saucer, necklace with earrings, etc. OR - you may display one piece along with a photograph of the entire set.
10. If an item is an original, please write a brief description that explains the planning and execution of the design on a 3" x 5" card and attach it firmly to the item.
11. Should the item incorporate an unusual technique or material, please write a brief description on a 3" x 5" card and attach the card firmly to the item.
12. All items must be fully assembled when presented.
13. Smaller items (like jewelry) may be mounted on a display board.
14. Doll Clothes may be displayed on the doll.
15. No packing material, bags or boxes will be allowed in the exhibit area.
16. Make sure your name, your club's name and your district number is attached to all items presented.
17. Make certain to mark your item with a directional arrow, if necessary, showing which direction is up.
18. Painting and Drawings must be framed and wired for hanging.
19. Size Requirements:
  - a. **Craft** items may not be larger than, nor weigh more than one person can carry easily.
  - b. **Paintings & Drawings** should be a maximum of 33' and minimum 12" in either length or width, including frame.
  - c. **Miniature craft** items shall be any craft on a small scale except paintings.
  - d. **Miniature paintings** shall be no larger than 4" x 6". They may or may not be framed and you may display them on a small easel.
  - e. **Photos and Enhanced Photos** must be 8" x 10" original prints. They must be matted (in any color desired) and the matting should be at least 10" x 14", but no larger than 14" by 16". (NO frames or glass).

**CLUB RULES**

1. The club must follow the 'General Rules' as set forth in the *GFWC Florida Arts & Crafts Competition Handbook*.
2. Duties of the Club's Art Chairman for the **CLUB Competition**:
  - a. Schedule a Club Art & Craft Competition. (Many clubs have it in the late Fall or January. The event should be scheduled at least 2 weeks BEFORE the District Competition.)
  - b. Advertise your competition to the members and even invite the public.
  - c. Encourage all members of your club to enter.
  - d. Some clubs provide refreshments at the competition or have the entries on display during a luncheon. It's a Special Event! Make it FUN!
  - e. Make arrangements for judges.
  - f. Provide the judges with a judge's sheet listing each item, the category and a space for indicating 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or Honorable Mention. (No member's names should appear on the judge's sheet. A sample is included in this booklet.)
  - g. Attach an Entry Label to each entry, completing the information required. (A sample of the Entry Label is in this booklet.)
  - h. Be sure NOT to show the member's name during the judging. (There is a mark on the Entry Label showing where to fold it, so as not to show the entrants name.)
  - i. Accompany judges and help them in any way possible, including attaching the proper ribbons to each entry. (Clipboards are helpful.)
  - j. Enlist other members to help.
  - k. Fill out 2 forms: A Release Form and an Entry Form with all the information required. (The forms are in this booklet)
  - l. Announce winners at your next club meeting, in your newsletter and on your website.
  - m. Thank your judges – see 'Judging Criteria'.

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3. Duties of the Club's Art Chairman for the **DISTRICT Competition:**
  - a. Announce the date of the District Competition at your club meetings, in your newsletter and on your website.
  - b. Post the 'Call' at your club, in your newsletter and on your website.
  - c. Only 1<sup>st</sup> place winners from your club are eligible to enter the District Competition, but all members are invited to attend the competitions.
  - d. Send or email the District Art Chairman a NEWLY completed Entry Form, listing ONLY the 1<sup>st</sup> place winners from your club.
  - e. Send or email the District Art Chairman a copy of a NEWLY completed Release Form, signed by each entrant who won 1<sup>st</sup> place at the Club level.
  - f. Send or email the District Art Chairman a copy of a completed Certification Form.
  - g. The 3 forms mentioned above are in this booklet and are required for entry into the District Art & Craft Competition.

## **DISTRICT RULES**

1. The District must follow the 'General Rules' as set forth in the *GFWC Florida Arts & Crafts Competition Handbook*.
2. To be eligible to participate at the State Competition, your District must have an arts and crafts competition.
3. The **District Art & Craft Chairman Duties:**
  - a. Schedule the District Art & Craft Competition for February. (That will give you time to get the paperwork to your State Art & Craft Chairmen BEFORE the Spring Convention.)
  - b. Make arrangements for judges. (See 'Judging Criteria'.)
  - c. Provide the judges with a judge's sheet listing each item entered, the category and a space for indicating 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or Honorable Mention. (No member's names should appear on the judge's sheet. A sample is included in this booklet.)
  - d. Attach an Entry Label to each entry, completing the information required. (A sample of the Entry Label is in this booklet.)
  - e. Be sure NOT to show the member's name during the judging. (There is a mark at which to fold the Entry Label, so as not to show the entrants name.)
  - f. Accompany judges and help them in any way possible, including attaching the proper ribbons to each entry. (Clipboards are helpful.)
  - g. Enlist other members to help.
  - h. **Email** or mail a NEWLY completed Entry Form to Joy Wright.
  - i. The Entry Form should list ONLY those entries who won 1<sup>st</sup> place at the District level.
  - j. Keep the club Certification Forms for your records.
  - k. These forms should be typed or printed legibly.
  - l. The forms must arrive on or before the deadline set by the State, usually March 20<sup>th</sup>.
  - m. If the District Art Chair does not send in the forms, the entire District will NOT be eligible to participate in the State Competition.

**RULES - STATE**

1. The club, district, and entrant must have followed the 'General Rules' as set forth in the *GFWC Florida Arts & Crafts Competition Handbook*.
2. To be eligible to participate at the State Competition:
  - a. The entrant must have been a blue ribbon winner at the Club Level and at the District level.
  - b. The forms required must have been filled out properly and received in a timely manner.
  - c. The forms must be postmarked by MARCH 20<sup>th</sup>, or received by midnight via email by that same date.
3. District Arts chair must **email** Entry Forms to Joy Wright
4. Club Arts chair must **mail** Release forms to Mery Butler
5. Entries should be brought to the GFWC Florida Spring Convention and registered during the times stated in the Convention Program.
6. Upon registration, claim checks will be given for each entry. These claim checks must be submitted when picking up the item.
7. Pick up times will be listed in the Convention Program.

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