

How to Prepare MCMA Contest Entries for Judging

Missouri Press Association is proud to be associated with the Missouri College Media Association and honored to judge the MCMA Contest. We thank you for the privilege and ask that you follow these contest guidelines carefully. Judging this contest is a big job that takes weeks of work during a very busy time of year for Missouri Press Association. You can help by following these entry rules, by spelling names correctly and clearly and by getting your entries in by the deadline of Jan. 29. Call or email if you have questions (Kent Ford, 573-449-4167; kford@socket.net).

Prepare three (3) separate entries for each item entered. One entry will be used for judging, one entry will be a backup in case entries are lost in the mail, the third entry will be used for display at the spring meeting. **Send two separate unmounted sets of entries for judging to Missouri Press, the other set to the Muleskinner at the University of Central Missouri. If you wish to send your dues with your entries, send a check for \$150 along with a packet that you send to Missouri Press.**

This sheet explains how to prepare the entries for Judging. **DO NOT MOUNT** entries. **The entry deadline is Jan. 29, 2010.**

1. Fill out ONE master entry form with the name of your school, adviser, contact information, enrollment, etc. Leave blank the spaces for name of entry and person to receive award. Make enough copies of this master form to have one for all 3 copies of each of your entries.
2. Do not mount entries in any fashion.
3. Entries should be **full-page tearsheets**. (Full pages are needed to verify date of publication. [Each page of your publication should have your newspaper's name and the publication date on it — a folio. The folio is for archival and administrative purposes. It verifies publication date for advertisements, public notices, research, etc.]
4. Fold the page(s) with the material to be judged on the outside of the fold and face up. Fold to near the size of the entry form (8.5 x 11) unless the material is too bulky.
5. Staple — one staple in corner — entry forms face up on top of each face-up entry. (Staple through only one sheet of the newspaper so the judge does not have to tear the staple to open the page.)
6. Stack entries face up in order, smallest number on top.

Fill out Entry Forms completely: Name of School, Name of Newspaper, Enrollment, Adviser's Name, Address, Phone, Fax, Email. **Make 4 copies of each filled out form.**

PLEASE SPELL NAMES CORRECTLY. Print neatly. Staple a form to all 3 copies of each of your entries and keep one form for each entry in your office.

Ship two sets of entries, separated in two packages, with your Membership Dues check (\$150), to: MCMA Contest, c/o Kent Ford, Missouri Press Assn., 802 Locust St., Columbia, MO 65201.

Ship the third set of entries for the meeting display to: MCMA Contest, Muleskinner, Wood 312, University of Central Missouri, Warrensburg, MO 64093.

Ship YEARBOOK entries to MCMA Yearbook Contest, c/o Laura Widmer, 236 Wells Hall, Northwest Missouri State University, Maryville, MO 64468-6001.

IMPORTANT: When you ship your entries, contact Kent Ford at Missouri Press Association: 573.449.4167 or kford@socket.net to report that you shipped your entries. You will be notified when your entries arrive at MPA. If you notify me that you have sent your entries, and they don't arrive, we'll know we have a problem. If we communicate with each other, you won't inadvertently be left out of the contest (yes, it has happened).