

# DND PHOTOGRAPHY CONTEST 2009

## CONTEST COORDINATOR GUIDELINES

1. Visit the DND Photography Contest website for the latest information, rules and forms:  
**www.dndphotocontest.ca**
2. Promulgate contest information and rules to all members of the “local” DND community via media such as Routine Orders, Base Newspaper, Military Family Resource Centre Newsletter, and e-mail.
3. Answer queries of potential contest entrants.
4. Receive and validate entries:
  - ensure that the individual is eligible to enter the contest;
  - ensure that individual entries are conform to contest rules and that file names follow standards;
  - verify or assist in completing the Contest Entry form;
  - enter contestant’s information in the Master Log (Record of entries); and,
  - wrap the CD/DVD together with entry form, seal the package and add the contestant’s name on the outside of the package.

**Note:** it is requested that coordinators use the pdf form, and complete it using the keyboard.
5. Ship all packages as one shipment to Imaging Services. Each shipment must consist of the following: all packages; the Master Log; and completed Form DND728.
  - Please ensure that the Master Log and the DND 728 are easily found when the shipment is opened (i.e. do not include in a package of one of the entrants).

**Ship to:**

DND Photography Contest  
Imaging Services  
National Research Council, Bldg M-23  
101 Colonel By Dr.  
Ottawa, ON K1A 0K2

**Note:** Shipments must arrive at Imaging Services no later than **October 2, 2009**.

Note: Entries will **not** be returned upon completion of the contest.

***DND PHOTOGRAPHY CONTEST 2009  
COORDINATOR  
ENTRY MASTER LOG***

**Instructions:**

1. Enclose completed Master Log with Unit's consolidated shipment of all contest entries.
2. Shipment must arrive at Imaging Services no later than **1 October, 2009**.

<b>Information about the Contest Coordinator</b>	
Name:	Unit Name and full mailing address:
Tel #:	
Fax #:	
e-mail:	

*Please print clearly*

Entrant's Rank (if applicable), Name & Initials	# Entries per Entrant	Comments
Total # Entries >		