



THE EAST ANGLIAN FEDERATION OF PHOTOGRAPHIC SOCIETIES

FORMED – 1910

Member of the Photographic Alliance of Great Britain

Exhibition Secretary : Jim Bennett, 8 Mill End Close, Cambridge CB1 9HS

Tel : +44(0)7860 679870 email : exhibitionsec@eaf.org.uk

ANNUAL EXHIBITION – GUIDE TO ENTRY

The following notes are intended as a general guide on how to enter the EAF Annual Exhibition. For full details, please refer to the current Rules and requirements which are available through the EAF Website. Your Club Secretary will also have been sent an entry information pack.

The Exhibition is entered individually by Club Members – but this has to be managed through their Club and anyone who wishes to enter must be a fully paid-up member of an EAF Affiliated Club to do so.

Entering the Exhibition – the Club Member’s viewpoint :

1. Make sure you have read and understand the current Rules. It is a condition of entry that you accept the rules and agree to abide by them.
2. Prepare your images for entry in accordance with the guidelines for image preparation – available from the EAF Website in the Downloadable Documents section.
3. Hand your entry to your Club’s nominated person who is responsible for collating the entry to the Exhibition. They are responsible for making sure you have supplied the correct information for your entry – Titles, Filenames, your name - and Photographic Distinctions - and that you have signed the GDPR acceptance form. They will also collect your entry fees.
4. Your Club will then process your entry, along with all other Member’s entries, and hand the completed set to the Exhibition Collector for your area.



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Entering the Exhibition – the Club's viewpoint :

1. Collate your Members' entries and check that all meet the following requirement :
 - a. **Compliance with the current Exhibition Entry Rules.**
 - b. PDI files are all correctly sized, correct Colour-space, JPEG type, and correctly file-named.
 - c. Check that every print entry has a corresponding PDI copy file of the printed image – formatted as in “b” above – in accordance with the rules.
2. Fill out the relevant Entry Form spreadsheet – PDI, Colour Print or Mono Print – with an item for each image entered.
 - a. Re-name all PDI image files – and Print copy files – with a leading number, followed by a space – then the original filename, matching the number of the entry in the list. **The number must be padded with leading zero's as requested.**
 - b. Include the Photographer's First Name, Last Name and Photographic Distinctions (If any) in the relevant column in the entry form. (It will be appreciated if you keep all images by the same Photographer sequential in the list.
 - c. Check your Member's requirements regarding subsequent potential entry by the EAF to the PAGB Inter-Federation Competition and Exhibition. Enter “N” in the column if they do not wish this to happen – or if the entry cannot be used for this purpose.
 - d. Place all re-named PDI files into an a folder – named PDI, Colour Prints or Mono Prints as appropriate.
 - e. **MOST IMPORTANT** – make sure each and every entrant has signed the GDPR acceptance declaration form.
3. Calculate your Club's overall entry fee and fill this information out on the GDPR / Entry Summary form. Arrange to pay for the entry – preferably by On-Line banking – to the EAF account – details supplied with the entry pack and available via the EAF Website.



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4. Liaise with your chosen Exhibition Entry Collector – see the list of contacts sent out with the entry pack to Club Secretaries for this – and arrange to send the folders of PDI files to them using WeTransfer – or other similar On-Line file transfer method. Include the following in this transfer :
 - a. Folders containing PDI, Colour Print and Mono Print entry image files.
 - b. Completed entry forms for all three sections – PDIs, Colour Prints and Mono Prints. (Keep in spreadsheet format – NOT scanned).
 - c. Completed and signed GDPR acceptance form – scanned and saved as a PDF.
5. Arrange with the Collector to hand over your Club's Print Entries.
 - a. Make sure each Print complies with the current rules with regard to size, mount, Title marking / labelling and security of mount. Make sure that none will cause potential damage to any other Prints - as required by the rules.
 - b. Include a printed copy of the Print Entry listings in the box. It is also a good idea to include the original signed copy of the GDPR declaration form with the print entry for your Club.
6. The Collector will then check the entries from all of the Clubs on his / her list and liaise with the Club to resolve any issues.
7. Once all entries are complete and checked – the Collector will send the PDI files and entry lists, scanned GDPR forms and summary to the Exhibition Secretary for processing.
8. Physical Prints are delivered for sorting by the Collectors on the Friday immediately preceding the Selection Weekend.
9. The deadline for delivery of Prints to Collectors is as advised in the current Rules – but is usually the date of the EAF Print Championship Competition.

Note : All of the above information is also available for viewing and / or download from the EAF Website
<http://www.EAF.org.uk>