



## District Awards Judging Checklist

*The District Awards Chair will review each Application in preparation for District judging. All District winners must meet the listed criteria to be eligible for the International judging. Order, structure, and compliance to the rules will ensure equity and facilitate judging.*

Components are in order: Entry Form, Title Page, Synopsis, Application, Supporting Pages

All components are present

Application is in English

Full sheets of unlined, white paper; only 8 1/2 by 11

Typed and legible font (nothing smaller than 10)

Packet Instructions/descriptions should not be included; only the bold headings

Completed Entry Form, no missing data

Completed Title Page: Project Name, Which Award, Date, District, Club, Address

The synopsis is 100 words or less

Bold headings to identify the required sections in judging criteria

The narrative is 1000 words or less

Only six supporting pages; others are removed (keep only the first six in order)

No supporting material, such as photos, are embedded in the narrative