

2011 ADDY Entry Checklist

- Envelope
 - Clear Plastic is preferred
- Entry Guideline Piece - with small label affixed to right corner
- Two Large Entry Labels - loosely put in envelope
 - If using a paper envelope, affix 1 large entry label to the front
- Project
 - Include a professional print of the project
 - **Affix small label to everything (Except for the CD/DVD itself)**
 - For website/interactive projects include a print of the homepage
 - For radio spots include a CD that can play in a consumer CD player
 - For television spots include a DVD that can play in a consumer DVD player
- CD/DVD
 - **All files saved as CMYK flattened .tif or .jpg file**
 - **Handwrite Entry Number and Category ID on front of CD/DVD**
 - **Do NOT use any labels on the CD/DVD itself**
 - **Affix a small label to the front of the CD envelope**
 - For brochures/3D projects, take a photo of the brochure on a solid background
 - For television spots, include a few screen shots of the spot
 - For website/interactive projects include a few screen shots of the project
- Double check to be sure a small label is affixed to every piece in the envelope.**
- Manifest - Entries will NOT be accepted without the printed Manifest**
- Payment - Either bring a check or credit card to Entry Day**

