

2011  
Jury Chairman  
Manual

Approved  
By the  
Photographic  
Exhibitions  
Committee

**Setup & Lighting  
Specifications  
For  
Photographic Open  
Album  
Judging**

# Photographic Open Judging & Lighting Specifications

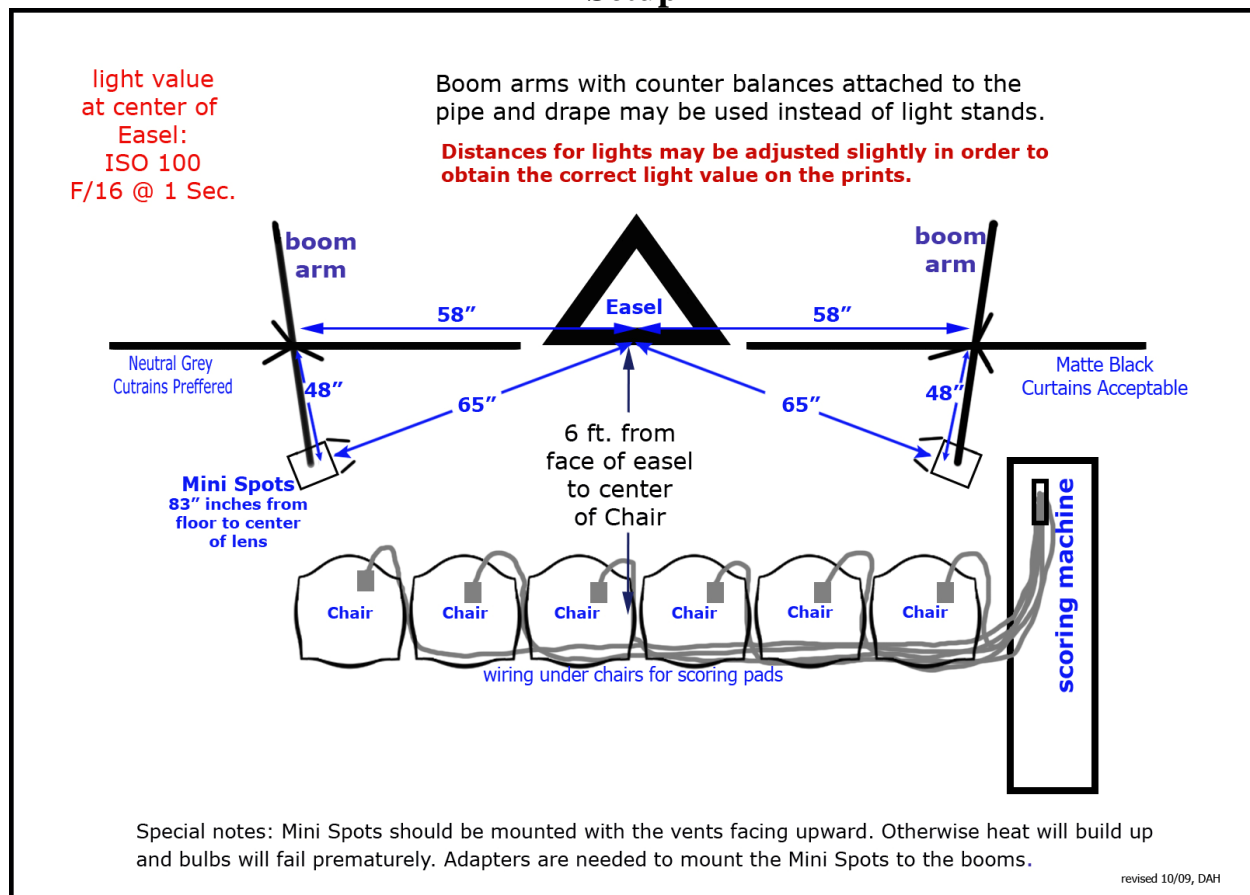
## Lighting Set-Up:

- ♦ Lighting Source is two mini spots with new, 150 watt BEC bulbs set to the following specifications:
- ♦ Distance from the floor to the center of the image to be judged must be 49 inches.
- ♦ Distance from the floor to the center of the spot light lens must be 83 inches.
- ♦ Distance from the center of the lens to the center of the image must be 65 inches and the lights should be placed at 45 degree angles from the perpendicular to the image.
- ♦ Lighting specifications should produce a meter reading at 100 ISO that is EV8 or f/16 @ 1 second.  
Corners of the image must meter between f11.8 and f16.2.
- ♦ Mini spots must have barn doors to prevent light from getting into the jurors eyes.
- ♦ Bulbs required are 150 watt BEC.
- ♦ Spare bulbs must be available.
- ♦ Room light should be suppressed to approximately 15% of that of the easel.

## Turntable Set-Up:

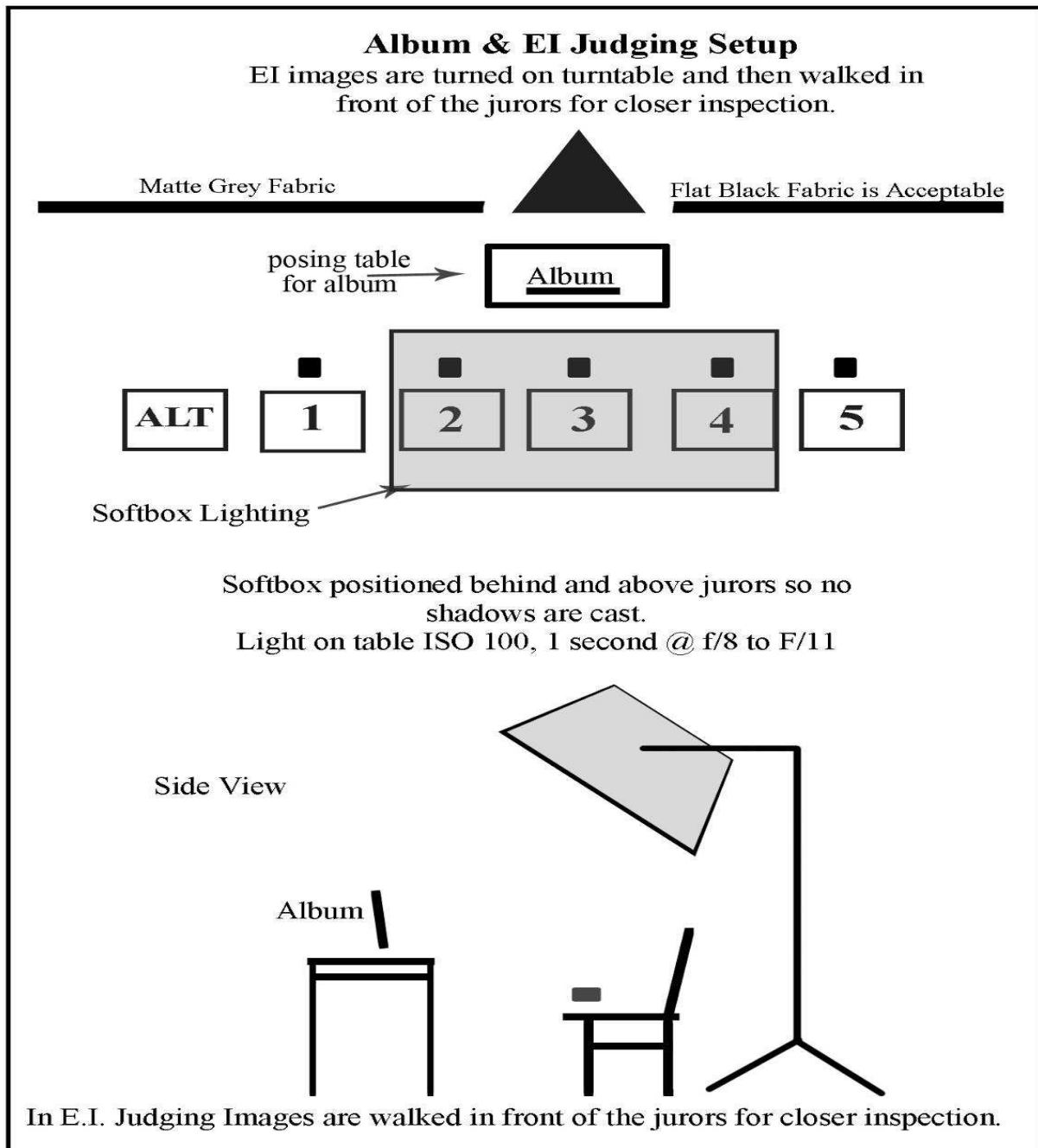
- ♦ Turntable should be surrounded with matte gray cloth of approximately 60% reflectance.
- ♦ Images on the turntable should be perpendicular to the judges' line of vision and slightly tilted so that the top of the image is closer to the viewer than the bottom.
- ♦ Distance from the image to the front of the jurors must be 6 feet.
- ♦ Room illumination should be suppressed to the lowest possible level.
- ♦ There must be two microphones available during judging.

## Photographic Open Electronic Imaging Judging Setup



# Album Lighting Specifications

- ♦ Source is large softbox with quartz lights set slightly behind and over the jury table.
- ♦ Softboxes should be tilted to avoid glare on the album when viewed.
- ♦ Meter reading at 100 ISO of f8 to f11 @ 1 second is required.
- ♦ Posing table or similar is used to support the albums during judging set at the front edge of the judging table and slightly higher and must be covered with a matte gray or black cloth.
- ♦ Pages should be turned at a pace so each juror can view and evaluate the images and design.



# **Procedures Instructions And Comments**

**International & District Judging Procedures**

**Before Judging at a District:**

- ♦ Introduce yourself and welcome them to the PPA District Photographic Competition hosted by XXXXXX. Introduce each judge using the microphones provided for judging.
- ♦ Ask that the audience remains quiet, turn off cell phones, and that any side conversations should be taken out of the room. Ask that the audience not talk to judges on breaks about prints as they may be responsible for selecting local awards.
- ♦ Remind them to send entries to the PPA International Photographic Competition. Entries receiving a score of 80 or above will automatically be accepted and receive an Exhibition Merit provided they enter the next international competition. Remember, merits are only issued to current PPA members.
- ♦ Wish the entrants good luck!

### **Judging at a District Competition:**

- ♦ All judging panels must be composed of individuals from the current “Approved International Jurors List”.
- ♦ A panel consists of six jurors. Five are designated as active jurors and one as an alternate. All jurors enter a score for each image. The score is calculated based on the five active jurors unless a juror disqualifies him/herself. In that case, the alternate juror’s score is used. The alternate Juror also may challenge a score, give their opinion and, in turn, give the rebuttal. On all challenges, the alternate juror is treated as a member of the panel.
- ♦ If it is necessary for a juror to leave the room, the juror’s ability to enter a score must be put on hold.
- ♦ Titles are part of the entrant's total presentation and must be announced.
- ♦ Entries will be disqualified if they do not have the approved competition entry label.
- ♦ District Judging will use the point scoring system with 100 points being the maximum score an image may receive.

**Select the grade level first, and then the corresponding score.**

(Use the following point system):

Exceptional	100-95	Above Average	79-75
Superior	94-90	Average	74-70
Excellent	89-85	Below Exhibition Standards	69-65
Deserving of a Merit	84-80		

Deserving of Review            81-78

Merit Print            80 and Above

**Note:**

*PEC provided signage must be displayed during judging. This includes scoring, marketing and any other PPA/PEC approved items. 5x7 scoring placards are to be used on the digital judging tables, one next to each monitor used.*

- ♦ An “ins and outs” review will be used for all entries receiving scores of 81 to 78 in the initial judging.
- ♦ This review will take place before moving on to another submission category or prior to the end of a judging day. This review may also take place prior to the end of a judging session.
- ♦ The title of the image is to be read during this review.
- ♦ The 81 to 80 images will be reviewed first. An entry in this category that is lowered to 79 is placed in the 79-78 category and reviewed again with the 79-78 category.
- ♦ Any number of jurors may be used during “ins and outs”, eighty percent (80%) of active jurors are required to raise or lower a score.
- ♦ The final score will be the official score.

### **Judging At the International Competition:**

- ♦ The Merit/Not Merit method will be used at the International Judging.
- ♦ Each Image will be judged as to whether it is "Merited" or "Not Merited".
- ♦ Panels will consist of six or seven jurors. Six are designated as active jurors and one as an alternate. All jurors enter a score for each image. The score is calculated based on the six active jurors unless a juror disqualifies him/herself. In that case, the alternate juror’s score is used. The alternate Juror also may challenge a score, give their opinion and, in turn, give the rebuttal. On all challenges, the alternate juror is treated as a member of the panel.
- ♦ A simple majority is required to "Merit".
- ♦ If the panel is evenly split there will be an automatic challenge.
- ♦ If no juror challenges, the jury chairman will call on someone who voted for the image to become an “advocate” for the image. The discussion will then proceed to the judge’s right as in a normal challenge. An advocate is not entitled to a rebuttal. If the panel remains split the jury chairman will discretely break the tie and announce if the image is "Merited" or "Not Merited". The jury chairman may choose to use the vote of the seventh juror if one is on the panel.
- ♦ Jurors and jury chairman may challenge any image.

## **Loan Collection**

- ♦ All merit images are judged for "Loan Collection" at the International Judging.
- ♦ A panel consists of six to fifteen jurors. An odd number of jurors is recommended.
- ♦ A simple majority is required for the print to "go loan".  
If it is evenly split, or close, the jury chairman will call for someone to speak for the print. After the selected juror has commented for the print, the chairman may call on someone else in favor of the print. After that, comments will be requested against the print, then for and against, alternately. When there are no more comments the chairman will call for the vote. Upon re-voting the decision will be announced "goes loan" or "stays the same".
- ♦ Jurors and Jury Chairman on a Loan panel have the right to challenge an image. The speaking process above is used to discuss the image. A rebuttal is granted to the challenger.

## **Juror and Jury Chairman Responsibilities**

- ♦ PPA Jury Chairmen are directly responsible for the conduct of their respective panels and jurors.
- ♦ Jurors will not see any entry before the actual judging begins.
- ♦ Prints are to be judged prior to digital files.
- ♦ There must be no comment or discussion, implied or spoken, before the entry has been judged and the score announced.
- ♦ All entries must be judged in the category requested by the entrant. The jury chairman and the jury may feel that the entry has been classified improperly, but choice of category is purely at the discretion of the entrant. Entries that do not meet the criteria of the category may be disqualified.
- ♦ When a juror's score is two or more categories off the average score, the jury chairman is obligated to ask the juror to challenge the image.
- ♦ Circumstances may make it necessary to ask questions. In such cases, score first and then challenge. The jury chairman will rule on the situation.
- ♦ During judging, discussions should be limited to challenged images.
- ♦ Jurors wanting to challenge an image, call out the word, "challenge", give their category and the score, then the reasons for that score. Next, the juror to the challenger's right will then give their category, score and an explanation of why they agree or disagree with the challenger. Each juror and the alternate will do the same in turn. If the jury chairman chooses

to comment, their comments will be made prior to the rebuttal by the challenger. The rebuttal will then be given by the challenger. The jury chairman will then call for a re-vote.

- ♦ When a second challenge occurs from a different juror, each juror in proper sequence then has the opportunity to express their views during the challenge, concentrating on previously unstated points. Repetitious comments and explanations are to be avoided. The juror should comment as "I agree with \_\_\_\_\_ concerning the \_\_\_\_\_." Once a juror comments, they may not make additional comments once the next juror starts to speak.
- ♦ The challenger may change their score only if it's honestly felt they gained new insight during the challenge. If so, the initial and new score must be stated.
- ♦ The jury chairman has the obligation to express their views when they feel an image is being misjudged, but they must not dominate the judging by virtue of their position. Each juror should be flexible enough to listen to a fellow jurors' opinion. If a juror feels that they have misjudged, the juror must be willing to alter his or her vote.
- ♦ Be brief and concise in the expression of opinions. Spend time where it is needed to affect a fair evaluation. Always endeavor to be fair to the entrant.
- ♦ The system allows for a difference of opinion. It is wrong to dominate the judging by voting higher or lower, just to nullify someone else's vote. This must never be done.
- ♦ An automatic challenge occurs when any juror scores more than ten points off the final score of 70 or higher. When there is a high and low challenge on the same entry, the highest score will get the challenge and rebuttal.
- ♦ Jurors will be rotated to the right every 10 minutes whenever reasonable and possible.
- A juror has the privilege to challenge an entry previously judged, within the current judging session. A juror may only challenge an image once in any phase of judging.
- No image may be moved to another panel after it has been judged
- There will be no tipping of prints at any PPA competition.

# PPA District and International Competitions

## Photographic Open (Master of Photography degree)

### Categories

- ♦ Portrait/Wedding Open
- ♦ Illustrative Open
- ♦ Commercial
- ♦ Event Album
- ♦ Non-event Album

## Electronic Imaging (Master of Electronic Imaging degree)

### Category

- ♦ Electronic Imaging

## Entry Options

Prints or Digital files may be entered into all competition categories.

## Judging Phases

### District

**Initial image scoring**  
**Ins and Outs**  
**Trophy (if requested by District)**

### International

**Merit/Not Merited**  
**Loan/Showcase Book**

### Instructions to Jurors:

- ♦ Pick Grade Level – Then select the score in that Level
- ♦ Use the entire scoring range
- ♦ Make no comparisons with other entries,
- ♦ Chatting should be curtailed during judging
- ♦ No writing during the judging when on a panel
- ♦ When there are questions on an entry, score first then challenge and ask the Chairman the question.

### Jury Chairman will:

- ♦ Check that judging machines are operating properly.
- ♦ Check light on the easel at appropriate intervals.

## Judging Processes - District

### Photographic Open – Print

Judge Portrait/Wedding Open first, then Illustrative Open

Judge for score

No scores are to be entered if judges are out of their seats

Judges must be seated when making comments

Ins and Outs – Review of 81-78 images.

Complete ins and outs before changing categories or ending a session

### Photographic Open – Digital

### Electronic Imaging – Print

### Electronic Imaging – Digital

### Physical Album

### Digital Album

Note: The judging order can only be modified by the Chairman of PEC or the onsite Jury Chairman. The salon chairman or onsite print chair cannot change the order without approval of one of the above.

## **PPA National Album Judging Procedures**

The following procedures were established so that consistent judging of CD albums would be maintained between the District and National judging venues. Therefore to be eligible for merit at the International judging, the following equipment and procedures must be used.

### **ENTRIES**

Album entries may be submitted in the form of a Physical Album (an album printed and bound as a book for judging under lights) or a Digital Album (a set of digital files to be judged as sequential layouts on monitors).

### **There are 2 Album Entry Categories,**

**Events:** Use this category for time-sensitive social events such as weddings, bar mitzvahs, etc.

**Non-Events:** Use this category for portrait and storytelling albums.

**NOTE:** Multi maker and single maker albums will be judged as one category.

### **Physical Album Entry**

1. Album covers must be between 63- 400 square inches.
2. No multiple volume albums are allowed.
3. Any studio identification or entrant's name in the traditional album must be covered.

### **Digital Album Entry**

See **TUTORIAL** at <http://competitions.ppa.com> **International Competitions.**

1. All page/spread files must have the longest file dimension at 4000 pixels (20" at 200 ppi), have an embedded color profile of either sRGB or Adobe RGB1998 and saved at a JPEG quality setting of 10.
2. Each page/spread file may contain as many images as you desire.
3. An entry may contain up to 36 page/spread files
4. Files are to be numbered in viewing order using two digits, i.e. 01 jpg, 02 jpg, 03 jpg, etc.
5. All individual files must be compressed into a single ZIP file. ZIP file must be named: PPAmember#\_Album\_Title (use \_ for spaces, e.g. *123456\_Summer\_Wedding.zip*)
6. Studio identification or entrant's name cannot appear on any file within the album entry.

**NOTE: In the case of any Multi-Maker album entries:**

1. The makers of a multi-maker album **MUST** belong to the same District to be eligible for the Seal of Approval. If they do not, the album may be entered at the International Judging to be eligible for merit.
2. Each entrant must pay the appropriate entry fee.
3. ZIP file must be named: PPAmember#1\_PPAmember#2\_Album\_Title (use \_ for spaces, e.g. *123456\_654321\_Summer\_Wedding.zip*)
4. Images in the album must be the work of the entrants, with a minimum of 20 images per entrant.
5. Multi-maker albums will be judged as one entry.

## **PPA National Image Judging Submissions**

### **SUBMISSION OPTIONS:**

Entrants may submit either prints (photographic or press printed image presented for judging under lights) or digital submissions – (a digital file presented for judging on a monitor) or a combination of either entry type.

### **PRINTS**

1. Entrants may submit printed images of any shape and size on a mount board a minimum of 80 square inches to a maximum of 480 square inches, with the largest dimension no longer than 24". (Recommended mounting thickness is 1/8" to 3/8")
2. Print entries must be mounted on a standard mount material (double weight mat board, gator board, 1/4" foam, or Sintra). "Float" mounting is accepted at entrant's risk for

damage. Images on metal and mounted to another standard material must have rounded corners and smooth edges. No mount that could potentially damage other entries or pose a danger to print handlers will be accepted. Masonite, glass, stretcher frames or conventional frames will not be accepted.

3. A digital reference file must be submitted with each print entry. This file must match the submitted print entry (image and presentation). File specifications are the same as under the Digital Submission categories.

## **DIGITAL SUBMISSION**

**See TUTORIAL at <http://competitions.ppa.com> International Competitions.**

1. Files must be sized so the longest dimension is 4000 pixels (20" at 200 ppi). Each file must contain an embedded color profile of either sRGB or Adobe RGB1998 and be saved at a JPEG quality setting of 10. Total files size should not exceed 3.5 MB.
2. Files are to be named, PPAmember#\_Image\_Title (use \_ for spaces, e.g. *123456\_See\_Spot\_Run.jpg*).

**District  
Photographic  
Exhibit  
Regulations**

# DISTRICT ASSOCIATION PHOTOGRAPHIC EXHIBIT REGULATIONS

PROFESSIONAL PHOTOGRAPHERS OF AMERICA, INC.  
229 Peachtree Street, NE, Suite 2200, International Tower  
Atlanta, GA 30303

## I. DESCRIPTION

- (1) These Exhibits are authorized by the PPA to be held in connection with annual meetings of certain Affiliated Associations and groups of Associations.
- (2) This plan provides a unique membership service whereby entries accepted by Juries at these meetings are automatically accepted and will earn Photographic or E/I Exhibition Merits if 1) entry is submitted to the next PPA International Exhibit and 2) the entrant is a member of PPA.

## II. DEFINITIONS

The following terminology will be used in these regulations:

- (1) **District Exhibit;** is an Exhibit conducted under these regulations.
- (2) **Entry;** under these regulations, shall mean a print, electronic image, or album.
- (3) **State;** a state or territory of the United States or a Canadian province or State of Mexico, or the federal District of Mexico.
- (4) **District Association;** a PPA Affiliated District Association comprising of one or more states.
- (5) **PPA District;** where images/entries are judged for the Seal of Approval, hosted by PPA in lieu of a Regional Association.
- (6) **Affiliate;** the regional Association or state holding the Exhibit.
- (7) **Seal;** the Seal of Approval placed on an entry accepted under these rules. The entry, when so labeled, becomes a “Seal of Approval entry.”
- (8) **International Exhibit;** the annual competitive Photographic Exhibit of the PPA. Entries accepted in this Exhibit receive earn Photographic or E/I Exhibition Merits.
  - a) **Photographic Exhibition Merits** are used to earn eligibility for the Degree of Master of Photography under the PPA Merit and Degree system - one merit for each accepted entry - one additional Merit for each one accepted into the Loan Collection, with a limit of eight Exhibition Merits annually per entrant.
  - b) **Electronic Imaging Exhibition Merits** are used to earn eligibility for the degree of Master of Electronic Imaging under the PPA Merit and Degree system – one merit for each accepted entry – one additional Merit for each one accepted into the Loan Collection, with a limit of eight Electronic Imaging Exhibition Merits annually per entrant.
- (9) **PPA Jury Chairman** is the individual selected from the PPA approved Jury Chairmen list and approved by the Photographic Exhibitions Committee for that affiliated Exhibit.

- (10) **Board**, the Board of Directors of the Professional Photographers of America, Inc.

**III. ELIGIBILITY** Any District Association [as defined above] may apply. Approval of the Photographic Exhibitions Executive Committee is required for each Affiliated Exhibit.

#### **IV. JURORS**

- 1) Jurors must be selected from the approved international list of the current year. This list is provided annually by the PEC to the affiliated associations. The list indicates which of the approved Jurors are approved to act as PPA Jury Chairmen and which are qualified to judge on one or more of the following panels: Photographic Open, Commercial and Electronic Imaging.
- (2) At least two of the Jurors on each jury must have had “International experience,” i.e., judging at the International Exhibit. In the case of an Exhibit held in a single state, not more than one Juror on each jury may be from that state, except in the case of the Artist and Electronic Imaging Judging, where they may have no more than three.
- (3) There may be no more than one Juror from within the hosting region on any juror panel. Additionally, the overall Jury Chairman cannot be from the host region.
- (4) No juror or jury chairman may participate in any District judging for two consecutive years.
- (5) Affiliated exhibits must accept entries for judging in the Photographic Open category.

#### **V. JURY PANELS, TIME LIMITS AND OTHER REGULATIONS**

- (1) **Photographic Open Jury** must consist of five Jurors plus an alternate taken from the Photographic Open Jurors list.
- (2) **Event Album Jury** must consist of five Jurors plus an alternate. Three jurors must be selected from the approved Photographic Open Jurors list with the WA designation.
- (3) **Commercial/Industrial Jury** must use at least three qualified commercial jurors plus two additional affiliate jurors and an alternate. When hosted by PPA the panel will consist of 5 qualified commercial jurors plus an alternate.
- (4) **Electronic Imaging Jury** must consist of five Jurors plus an alternate. Three must be from the Electronic Imaging Jurors.
- (5) The PPA Jury Chairman must be selected from the approved PPA Jury Chairmen list. In emergency situations the Chairman may serve on any of the Juries. Whenever two or more jury panels are in service at one time, one Jury Chairman shall be designated as the Overall Jury Chairman. It is no longer necessary to invite a Jury Chairman for the sole purpose of being the overall chairman.

- (6) Only one partner, associate or family member from a studio or organization, who are also Approved Affiliate Association or International Jurors, may serve on the same panel at the same photographic exhibition.
- (7) Individuals serving as Jurors in an Affiliated Exhibition are eligible to enter in the Exhibition.
- (8) The PPA will not underwrite expenses for the PPA Chairman or other Jurors. All such expenses must be paid by the Affiliate
- (9) No more than two Jury Chairmen may serve on an Affiliate jury at any given time and no Jury Chairman may serve as a Jury Chairman at an Affiliate for two consecutive years. Overall Jury Chairman cannot be from the same Region to which they belong
- (10) There shall be no more than nine hours of judging in any one day. If this requires simultaneous judging, additional Jurors and PPA Chairman for each jury must be provided. Judging shall cease at 9 p.m., regardless of when it begins, and jurors shall be given at least 12 hours off before beginning the second and any subsequent days of judging. Affiliate print chairmen are asked to respect normal meal times.
- (11) It should be noted that in the Commercial category, only prints or digital files may be entered in Affiliated Exhibits; i.e., motion pictures, technical reports and other special entries may not be entered. Thus, industrial photographers will normally enter images that are much the same as those in the Commercial category. For this reason, the Commercial and Industrial categories are combined in Affiliated Exhibits.
- (12) The President of this Association shall not serve in the capacity of a State or Affiliated Juror or Chairman during his/her term of office.

## **V. SEAL OF APPROVAL**

- (1) The Seal shall be in the custody of the PPA Chairman who shall be responsible for applying the Seal to the accepted entries.
- (2) Gold corners, supplied by the PPA, will be affixed to the accepted *images*. However, these corners are to be removed by the entrant before shipping the *images* to the International Exhibition.
- (3) NOTE: An entry awarded the Seal of Approval will automatically receive a PPA Exhibition Merit if 1) the entrant is a member of PPA and 2) the entry is submitted to the next PPA International Exhibition before its announced deadline.

## **VI. REGULATIONS AND RECOMMENDED PROCEDURES**

- (1) Entries may be accepted for Seal of Approval only from resident members of the District Association holding the Exhibit and resident PPA members. Entries may be accepted from others only in out-of-area categories, not eligible to receive the Seal.

- a) All PPA members who are not members of the area District in which they reside may be allowed to enter the District Association Exhibit at an entry fee to be determined by the Affiliated Association.
- (2) When deemed necessary by the Photographic Exhibitions Committee, Affiliated Associations requesting an approved Affiliated Exhibit will be required to invite participation of specified additional Affiliated Associations.
- (3) Except as noted in these Regulations, the current Official Rules of the International Exhibit are incorporated as part of these Regulations and must be followed. This applies to the limitation on number of entries, size and mounting, certification, identifications, and all other rules.
- (4) Entries previously accepted in any International Exhibit or for Seal of Approval in an Affiliated Exhibit are not eligible. However, entries previously not accepted in the International Exhibit or for a Seal of Approval at an Affiliated Association are eligible for submission.
- (5) Affiliates may have additional competitions at the same meeting for entries not eligible to receive the Seal. These might include an out-of-area or special trophy competition. It is permissible to combine the judging of these with the Seal of Approval Judging.
- (6) Official PPA Affiliated Exhibit entry forms will be used. The Executive Office will furnish for download from the PPA website to which the Affiliate will add Association names(s), address, deadline, entry fee and other such information before reproduction. The completed entry forms must be submitted to the PEC Chairman and PEC affiliate Liaison for approval before publication.
- (7) Entries receiving a final score of 80 or higher shall receive the Seal. Such Seal of Approval images will automatically receive an Exhibition Merit, but only if; 1) they are submitted to the next International Exhibit before the deadline is announced for regular entries in that Exhibit, and 2) the entrant is a member of PPA.
- (8) The Title of the entry will be read prior to all scoring, including the automatic challenge of 81-78 images.
- (9) All images receiving a Seal of Approval at an Affiliated Association Exhibit must be displayed at that Exhibition.
- (10) Seal of Approval entries submitted to the International Exhibit will be judged for the Loan Collection.
- (11) Superior Awards, such as Blue or Purple Ribbon, Court of Honor, Best of Show and Student Category Awards will be given **only** to entries receiving a final score of 80 or higher. Exceptions to this rule may be made only at the discretion of the jury.
- (12) In fairness to print makers, judges should award trophies in the same categories they judged and mixed panels used on Best-of-Show, etc. only.
- (13) Unless ruled otherwise by the combined Juries at that Affiliated Exhibit, entries scoring below 70 may not be exhibited.

- (14) The PPA cannot assume responsibility for loss or damage to entries entered in International or Affiliated Exhibits. It is recommended that affiliates publish a similar disclaimer in announcements of their exhibits.

## **APPLICATION**

- (1) Application for an Affiliated Exhibit shall be made on forms supplied by the PEC Administrator. A District Association application must be signed by the president or secretary of that Association. All completed applications must be received by the PEC Administrator and approved by the Chairman of PEC 6 months prior to the judging.

- 1.a Applications for District Hosting may be submitted to PEC up to five years in advance to allow for long term planning by host states of associations.

- (2) Groups shall consist of three or more Associations of states that are contiguous or nearly so. No group may include Associations from states that are included in a District Association or which hold their own Affiliated Exhibits.
- (3) If a state requests a change in District affiliation, there is a two year process of approval for all concerned.

The state requesting the change in affiliation must contact the PEC as well as the Executive Board of their present Affiliate and the Executive Board of the Affiliate with which they wish to join and tell them both of their desire to switch affiliation. If both Executive Boards agree, the state may change Affiliation. However, the state must inform the membership that Exhibition prints to be scored for a Seal of Approval can ONLY be entered in the “new” Affiliate competition, effective the following year.

Should the current Affiliate not approve the change in affiliation, the state’s request will then go before the PEC for final decision. An affidavit from the state listing the members in favor will be required. A minimum majority of 51% of the ballots cast by PPA members in the state must be in favor of the change in order for PEC to consider the request.

- (4) No individual may participate in more than one Affiliated Exhibit for Seal of Approval per year. An individual’s participation in an Affiliated Exhibit does not affect the maximum of four images he may submit to the International Exhibit. For example, if two of his images receive a Seal in an Affiliated Exhibit, he/she may then submit two additional non-sealed images to the International Exhibit.
- (5) The application shall indicate which state Association is acting as host for the judging and Exhibit. The Exhibit will normally be held at the annual meeting of the host Association, and the host Association shall forego its own regular Exhibit for that year.
- (6) The District Association may request the individuals to serve as PPA Approved Jury Chairmen and Jurors from the approved list.
  - A) It is suggested that alternate names be submitted so that substitutes may be available for Jurors who may not be approved or who may later be unable to

attend. The PPA Chairman is authorized to approve additional Jurors in emergency situations, but he may select only Jurors on the approved list from the proper classification.

- (7) Application MUST be received by the PEC Administrator, PEC Chairman and PEC Affiliate Administrator at least six months before the date of the judging.
- (10) Approval of the Photographic Exhibitions Executive Committee or Chairman is required before any announcement of the Exhibit may be made by the District Association.

## VIII. JUDGING PROCEDURES

- (1) The judging procedures will be exactly the same as those of the International Exhibit listed in the Official Rules (see pages 3 - 13).

**There will be no tipping of prints at any PPA competition. (PEC 2008)**

**There will be no roving of prints at District competitions. (PEC 2008)**

**Images scoring “Below exhibition standards” will no longer have the score read. The announcer shall simply state “below exhibition standards”. If the image is challenged, the jurors are to state the positives and negatives about the entry, without stating their score, and then revote. (PEC 09/10)**

- (2) Because of the high interest and educational value a public address system with a minimum of two microphones must be provided to allow the Chairman’s and the Jurors’ comments to be clearly heard by the audience.
- (3) In the event of violation of these Regulations or disagreement by the Juries or committee members in interpreting them, the ruling of the PPA Chairman *on site* shall prevail. He/she may withhold application of the Seal to entries when he/she considers that the situation warrants such action.
- (4) Immediately upon conclusion of the judging, the Local Exhibit Chairman of the Affiliate shall compile and sign a list of the Seal of Approval images giving the following information on each:
  - 1. Title and category
  - 2. Name and PPA membership #
  - 3. Whether the entry is a print or an album.
  - 4. The list shall be made in triplicate, one copy each is to be retained by the Local Exhibit Chairman, the PPA Chairman and the PEC Staff Liaison.
- (5) Any violation, in the opinion of the PPA Jury Chairman, of these rules by any Affiliate in an Affiliate Exhibit will result in review by the Photographic Exhibitions Committee for possible suspension of PPA’s approval for the following year.

As of 2011, the following categories will be used in District and International judging. Portrait/Wedding Open, Illustrative Open, EI (Electronic Imaging) and Commercial (which is a category within the Master of Photography competition.) Transparencies will no longer be accepted in any category. (PEC 10/09)

Whatever sub-category the entrant chooses, is the sub-category that the image shall be judged. Only the onsite Jury Chairman will be allowed to move an entry from one category to another. (PEC 09/10)

# **JURY CHAIRMAN CHECKLIST AND REMINDERS**

## **JURY CHAIRMAN CHECKLIST**

### **Two Weeks before Exhibit**

Contact Local Exhibit Chairman to insure all necessary equipment is available for the judging. This includes:

- A scoring machine for each jury.
- Hand calculators in the event a scoring machine should break down
- Viewing set up for each jury. Be sure a foot-candle or digital light meter is available for checking lights. Also, be sure that the area immediately behind, and the three feet on either side of the viewing area is curtained with neutral gray drape or similar arrangement.
- Microphones for Juror comments.
- Appropriate presentation equipment such as a DVD / CD Player and digital projector for Jurors briefing.
- Gold corners and all necessary report forms are received.
- The judges briefing DVD/CD, the Seal of Approval labels and Jurors evaluation forms will be sent directly to the PPA Jury Chairman.

### **During Judging**

It is imperative that all Jurors, local Chairman assistants and the Local Chairman understand that the PPA Jury Chairman is in charge and his/her decisions are final.

- Check all scoring machines for accuracy at least every two hours.
- Check periodically to insure that the required distance of Juror to easel is maintained at approximately 6 feet.
- The Jury Chairman are expected to review entries at a closer distance than the jury to be able to properly point out any demeaning technical flaw or excellence not evident at 6 feet.

## Display and Awards

At the International Exhibit, there must be a majority of jurors in favor of the image for acceptance and display. At District Exhibitions, a score of 70-79 is acceptable for display and entries receiving a score of 80 or above are eligible for "Seal of Approval", providing the entry complies with all other rules. All entries receiving a Seal of Approval at an Affiliated Association Exhibit must be displayed at that exhibition. Exception: If, in the opinion of the Jury Chairman an image is not one that can be displayed in good taste it can be set aside from the exhibit and not displayed for public viewing.

Unless ruled otherwise by the Jurors at that Affiliated Exhibit, any entry scoring below 70 may not be exhibited.

Superior awards, such as Blue or Purple Ribbon, Court of Honor, Best of Show, will be given only to entries receiving a final score of 80 or higher. Exceptions to this rule may be made only at the discretion of the jury.

Affiliates may have additional competitions at the same meeting for entries not eligible to receive the Seal. It is permissible to combine the judging of these with the Seal of Approval judging.

### After Judging

Conduct a meeting with the other jury chairman to evaluate the Jurors performance and report to PPA Headquarters.

Your Juror evaluation comments must be filled out 24 hours after judging is completed. You must grade each juror using the following ratings:

- |   |               |
|---|---------------|
| 5 | Excellent     |
| 4 | Above Average |
| 3 | Average       |
| 2 | Poor          |
| 1 | Unacceptable  |

Your comments will render your evaluation meaningless if they don't support your ratings which must accurately reflect your true opinion of juror capability.

### **Effective Immediately:**

**Jury Chairs are required to do a face to face evaluation with each juror onsite. These evaluations are to be done without exception Jurors are to be evaluated as to their strengths and weaknesses. (PEC 10/09)**

## **REMINDERS FOR DISTRICT JUDGING**

### **OVERALL JURY CHAIRMAN AT DISTRICT**

(NOTE: HAVE YOU RECEIVED SEAL AND BRIEFING CD OR DVD FROM PPA\PEC?)

### **VERIFY IN ADVANCE WITH LOCAL PRINT CHAIRMAN**

- ♦ Judges Briefing - a meeting or breakfast with Jurors present.
- ♦ CD / DVD player (computer/projector), digital projector and extension, large screen. Be sure to check what equipment is available, and that you or someone will know how to work it. What room?
- ♦ Mini spots and extra heads (with fresh bulbs) and barn doors.
- ♦ Judging machines (and hand calculators) for each jury.
- ♦ When will judging rooms be set up? (Gray paper or drapes, viewing stand, mikes, and signs with scores posted).
- ♦ Has print Chairman received PPA supplies (gold corners, evaluation and album forms, reports for PEC)
- ♦ Has print crew worked together before?
- ♦ Was a list of instructions sent to judges before their arrival and do they know time of briefing and judging?
- ♦ Print cases to be checked against state secretaries' lists?
- ♦ Theater style seating arranged? Can ambient light be dimmed?
- ♦ If E/I or Traditional Album judging is the supplemental lighting in place?
- ♦ Problem window areas?
- ♦ Jury Chairmen's names:
- ♦ Local Print Chairman name:
- ♦ Rooms to be used:

## REMINDERS THE DAY BEFORE JUDGING

- ♦ Are the rooms being set up?
- ♦ Are the prints being checked against state secretaries' membership lists?
- ♦ Are gloves being used?
- ♦ Caution print handlers to watch for similar prints by same maker and set aside for Overall Chairman.
- ♦ A Photographer's prints should not be one after another in stacks.
- ♦ If a Photographer's print arrives badly damaged or a crew member damages one, set aside for *Overall Chairman* to make note on back.
- ♦ Names and titles on back.
- ♦ Get LIST OF JUDGES and schedule.
- ♦ Number of prints divided by 9 hrs = (9 hrs max time) – 35-40 images per hour is a good speed.
- ♦ Are score charts posted in each room?
- ♦ Is the briefing room being set up? (verify time and place)\_\_\_\_\_.
- ♦ Trophy judging to be when and what awards to be chosen ?
- ♦ Any other special judging needs to be done? (not for Seal of Approval).
- ♦ Get evaluation and album forms from local print Chairman.
- ♦ Ask if anyone has questions? Crew worked together before? Break down in stacks as scored. 80+ prints need to be kept separate for seals, corners, trophy and for Overall Chairman to make list.
- ♦ Arrange time to meet with local print Chairman to finish PPA report after judging.
- ♦ Titles to be read at both judging and Automatic Challenge.
- ♦ Out of region prints to be kept separate as they are ineligible for Seals.
- ♦ At the end of each category do ins and outs (titles read) 81 and 80 that go down to 79 will be put back towards the middle of the stack to go through again with the 79 and 78 prints. An entry is eligible for challenge until category is completed.
- ♦ Change the score on backs of prints and on records during ins and outs.
- ♦ Lots of time is lost by not having a print immediately ready to turn to jury as soon as the last score is announced.
- ♦ If there is a tear sheet in an envelope on C/I give to Jury Chairman so it can be shown to jury.
- ♦ Any questions on judging of albums?
- ♦ If any questions arise, please feel free to check with Overall Chairman as that person alone is responsible.
- ♦ Check judging briefing rooms when set up.

## **REMINDERS DURING JUDGING**

- ♦ 80+ scored prints in first stack through? (move only if not computerized)
- ♦ Check meters every break (or couple hours) and 6 ft., Juror to easel.
- ♦ Check foot-candles of light on easel every break or if lights are bumped.
- ♦ Check stacks of judged prints often and during breaks.
- ♦ Evaluation forms handed out to judges?
- ♦ Is everyone using gloves?
- ♦ No more than one juror from the host region on each panel?
- ♦ Ask someone to inform Jury Chairman the number prints scored at end of each hour.
- ♦ Is the print crew breaking down prints in back 81/80 and 79/78? Explain 80's that go down to 79 will be returned to the 79 stack for the next challenge.
- ♦ Are titles being read? Are prints being judged at a good speed?
- ♦ Thank the print crew and judges at the end of the day or scheduled time.
- ♦ Tear sheets only on C/I.

## **REMINDERS AFTER JUDGING**

- ♦ Top awards from 80 and over prints only. Hang prints 70 and over only.
- ♦ Were all merits handed out to judges?
- ♦ Arrange time to meet with other jury chairmen to evaluate Jurors and do report for PEC.
- ♦ Has Seal of Approval been placed (and signed) on 80 and over prints?
- ♦ Members paid up in their state or Affiliate?
- ♦ Size parameter rules followed?
- ♦ Name and title on back of prints?
- ♦ If entry out-of-region, was letter of approval received from PEC?
- ♦ Be certain there is no other Seal on the back.
- ♦ Gold corners being placed on 80 and over prints?
- ♦ Evaluation forms complete on judges
- ♦ Meet with print Chairman on his/her statistics forms and list of Seal prints. (Remind him/her, one copy each to PPA, the overall Jury Chairman and one for Affiliates files).
- ♦ Remember to get merits and reimbursement before leaving.
- ♦ Return Seal, Report form and Jurors Evaluation forms to PEC Administrator.
- ♦ Return CD or DVD to PEC Administrator

**JURY  
CHAIRMAN  
& JUROR  
EVALUATION  
FORMS**

**To: Overall Jury Chairman**

Affiliated Associations Exhibitions

FROM: Colleen Sweeney  
PEC Administrator

Enclosed in your Jury Chairman packet you will find:

- ♦ “Seal of Approval” labels
- ♦ Evaluation of Jury Chairman/Juror Forms
- ♦ Report form
- ♦ “Procedures and Instructions”
- ♦ “Rules and Regulations”
- ♦ Lighting Specifications
- ♦ “Guide for Judging”

If you need a current copy of the Approved Juror’s List, please contact download from the PPA website.

The Judges briefing on CD / DVD will be sent to you by the PEC Administrator. Please return all of these items immediately after use, unless you are guided to do otherwise. If you have any questions regarding the Judges Briefing material, please contact the PEC Administrator.

The Report Form and the Evaluation of Jury Chairman/Juror form should be returned to the PEC Administrator as soon as possible. The unused “Seal of Approval” labels should also be returned promptly. Please address them with attention to the PEC Administrator. It is very important that you complete a report on each juror.

If you have any questions, please contact PEC Administrator or a PEC member.

**Note: It is PEC policy that only the Chairman of PEC and the PEC Administrator see the signatures on evaluations to insure the absolute confidentiality that is imperative for the evaluation procedure to function appropriately. Any exception to this policy is at the discretion of the Chairman of PEC.**

# To Be Mailed Back To Colleen Sweeney Upon Receipt

I, \_\_\_\_\_ have received the following material in the Jury Chairman packet for the Affiliated Exhibition for which I am Chairman.

- ♦ “Seal of Approval” stamp and ink pad
- ♦ Evaluation of Jury Chairman/Juror forms
- ♦ Report form
- ♦ “Procedures and Instructions”
- ♦ “Rules and Regulations”
- ♦ Lighting Specifications
- ♦ “Guide for Judging”

I do \_\_\_\_ do NOT \_\_\_\_ have a current copy of the Approved Affiliate Juror’s List.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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District Affiliate Exhibition

**PLEASE NOTE: THIS FORM MUST BE RETURNED TO THE PEC ADMINISTRATOR UPON RECEIPT OF THIS PACKET**

**Send to  
Colleen Sweeney  
PEC Administrator  
C/O Professional Photographers of America  
229 Peachtree Street N.E. Suite 2200  
Atlanta, Ga. 30303**

# JURY CHAIRMAN/JCIT EVALUATION Form

Approved Judging Venue \_\_\_\_\_ Jury Chairman \_\_\_\_\_  
Date \_\_\_\_\_

The Evaluation is based on a 5-point scale

**5 - Excellent 4 - Above Average 3 - Average 2 - Poor 1 - Unacceptable**

Was the JC well organized and prepared? \_\_\_\_\_

Did the JC know and abide by the rules, policies and procedures? \_\_\_\_\_

Was the JC diplomatic and considerate when addressing the panel and crew? \_\_\_\_\_

Did the JC maintain the integrity of the judging process and the Merit image? \_\_\_\_\_

Was the JC attentive to the judging process and guide the panel? \_\_\_\_\_

Did the JC maintain control of challenges and maintain a comfortable pace? \_\_\_\_\_

Was the JC consistent and fair throughout the process? \_\_\_\_\_

Did the JC encourage and enforce the use of the full scoring range? \_\_\_\_\_

Did the JC embrace new styles and electronic judging? \_\_\_\_\_

Was the JC careful not to intimidate when challenging or commenting? \_\_\_\_\_

Was the JC's involvement a benefit to the judges and the entrants? \_\_\_\_\_

Was the JC a pleasure to work with? \_\_\_\_\_

What was your overall rating of this JC? \_\_\_\_\_

Would you want this JC running your panel? \_\_\_\_\_

Did the JC conduct an interview with you after the judging? (yes or no) \_\_\_\_\_

Your comments are vitally important both good and bad. Use reverse side for additional comments.

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Juror PPA Member # \_\_\_\_\_ (Your identity is not revealed). Date \_\_\_\_\_

Place this completed form into the #10 envelope provided, seal and return to your Jury Chairman.

Send to: **(Marked Confidential)**  
Colleen Sweeney  
PEC Administrator  
Professional Photographers of America  
229 Peachtree Street NE, Suite 2200  
Atlanta, GA 30303

**Evaluation Form for Juror/Probationary Juror:** (circle one)

Name \_\_\_\_\_ PPA Membership ID# \_\_\_\_\_

Approved Judging Venue: \_\_\_\_\_

Classification being evaluated: \_\_\_\_\_

(PO-Photographic Open, C-Commercial, WA-Wedding Album, EI-Electronic Imaging)

Date/s of Competition: \_\_\_\_\_

I have judged with the applicant on \_\_\_\_\_ other occasions.

An Exceptional candidate for the Approved Juror's List will possess and demonstrate specific qualities and abilities paramount to the judging process. Accurate assessment of these qualities and abilities is necessary to maintain the integrity of our judging process, the PPA merit and the PPA Masters degree. Help us identify exceptional jurors.

Please assign a numerical rating to each question based on the following scale.

- Very impressive - outstanding in this area: 5
- Exceeded normal expectations in this area: 4
- Met normal expectations in this area: 3
- Needs more coaching and/or experience in this area: 2
- Likely a detriment in this area and needs to improve dramatically: 1

- Did the juror demonstrate awareness and perception for creativity? \_\_\_\_\_
- Did the juror demonstrate awareness for the elements of technical excellence? \_\_\_\_\_
- Did the juror demonstrate a liberal use of the scoring range? \_\_\_\_\_
- Did the juror place less than merit-worthy images in the correct category? \_\_\_\_\_
- Did the juror challenge when warranted? \_\_\_\_\_
- Did the juror listen and respect the opinions of the panel? \_\_\_\_\_
- Did the juror demonstrate flexibility during challenges? \_\_\_\_\_
- Did the juror make valid and new points during challenges? \_\_\_\_\_
- Did the juror express himself/herself well during challenges? \_\_\_\_\_
- Did the juror enter scores in a timely manner? \_\_\_\_\_
- Did the juror "play well" with others? \_\_\_\_\_
- Was the juror effective and an asset to the entrant? \_\_\_\_\_
- Was the juror passionate about the process? \_\_\_\_\_
- Was the juror receptive to the interview and did he/she accept criticism well? \_\_\_\_\_

Juror's Overall Rating \_\_\_\_\_ Would you want your images judged by this Juror? \_\_\_\_\_  
Remember, your personal comments below are often more informative and useful than the numerical scores. Please expound on your opinion of this juror.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved Affiliate Juror \_\_\_\_\_ (Please Print)

Signature: \_\_\_\_\_

PEC Juror Evaluation Form – Allyn 2010

**The  
Twelve  
Elements  
Of A  
Merit  
Print**

**The twelve elements listed below are in accordance to their importance.**

**It should be remembered that the 12 Elements are guidelines – not laws.**

- **Impact** is the sense one gets upon viewing an image for the first time. Compelling images evoke laughter, sadness, anger, pride, wonder or another intense emotion. There can be impact in any of these twelve elements.
- **Technical excellence** is the print quality of the image itself as it is presented for viewing. Retouching, manipulation, sharpness, exposure, printing, mounting, and correct color are some items that speak to the qualities of the physical print.
- **Creativity** is the original, fresh, and external expression of the imagination of the maker by using the medium to convey an idea, message or thought.
- **Style** is defined in a number of ways as it applies to a creative image. It might be defined by a specific genre or simply be recognizable as the characteristics of how a specific artist applies light to a subject. It can impact an image in a positive manner when the subject matter and the style are appropriate for each other, or it can have a negative effect when they are at odds.
- **Composition** is important to the design of an image, bringing all of the visual elements together in concert to express the purpose of the image. Proper composition holds the viewer in the image and prompts the viewer to look where the creator intends. Effective composition can be pleasing or disturbing, depending on the intent of the image maker.
- **Print Presentation** affects an image by giving it a finished look. The mats and borders used should support and enhance the image, not distract from it.
- **Color Balance** supplies harmony to an image. An image in which the tones work together, effectively supporting the image, can enhance its emotional appeal. Color balance is not always harmonious and can be used to evoke diverse feelings for effect.
- **Center of Interest** is the point or points on the image where the maker wants the viewer to stop as they view the image. There can be primary and secondary centers of interest. Occasionally there will be no specific center of interest, when the entire scene collectively serves as the center of interest.
- **Lighting**—the use and control of light—refers to how dimension, shape and roundness are defined in an image. Whether the light applied to an image is manmade or natural, proper use of it should enhance an image.
- **Subject Matter** should always be appropriate to the story being told in an image.
- **Technique** is the approach used to create the image. Printing, lighting, posing, capture, presentation media, and more are part of the technique applied to an image.
- **Story Telling** refers to the image's ability to evoke imagination. One beautiful thing about art is that each viewer might collect his own message or read her own story in an image.