

YOUTH SHOWCASE COMMITTEE

Master Operations Manual

The PSA Youth Showcase is established for the encouragement of the art of photography by young people through the annual collection of photos, the selection of images by impartial judges, and the display of those chosen photos at the Annual PSA International Conference each year. This is carried out through representatives of PSA Chapters, clubs, and councils throughout the world working with schools, teachers, and high school age students. The Youth Showcase Committee is under the auspices of the Chapters, Clubs, and Councils Vice President.

The Youth Showcase Committee consists of the following:

- Youth Showcase Director
- Judging Coordinator(s)
- Projected Image Coordinator
- Print Coordinator
- Print Scanning Coordinator
- Conference Display Boards Coordinator
- Showcase Program Producer

The Youth Showcase Committee works best if the members all live close by in the same area. This enables the group to meet when needed and have personal contact throughout the year. This makes it possible for prints to be hand delivered where and when needed, especially when timing after judging is a crunch. It also makes possible for committee members to meet to review the showcase presentation, making all corrections before the final CD is produced.

Youth Showcase Committee Duties

Youth Showcase Director – The director is responsible for the operation of the Youth Showcase program and chairing the Youth Showcase Committee.

Calendar of Director's Duties

January/February

- Preview and send showcase budget to PSA Headquarters
- Have the Chapters' Services Committee and the Clubs' Services Committee News Editors publish Youth Showcase reminders in monthly columns of the *PSA Journal*

March

- Maintain contact with sponsor representatives with updates and reminders of due date
- Clarify questions from sponsor reps and teachers
- Print copies of projected image entry information as each comes in, sorting by sponsor
- Keep and add new names to master list of sponsor reps for communication purposes

April

- Continue making and sorting copies of projected image entry information
- Obtain print entry forms and sort by sponsor
- Obtain copy of excel listings from print and projected image coordinators for each category
- Compile list of schools by sponsor area and check off entries by category for each (see sample)
- Attend judging, assist as needed, and record results on director's copy of excel listings
- Obtain names, addresses, and PSA affiliation of each judge
- Take photo of judges in action
- Take judging crew to lunch and save receipt
- Identify award on back label of winning and honorable mention prints
- Place accepted prints in envelope and return other prints and all forms to appropriate box

Return all prints to original packaging including scanned prints, but keep all entry forms
Send congratulatory letter to each student with a first place image in each category (see sample)
Peruse judging results, looking for any changes or additions
Have an excel master list of all awards and acceptances in each category in both sections
Notify sponsor reps of the results of the judging, giving letters time to arrive first
Ask sponsor reps to help obtain photos and bios from first place award winners
Ask sponsor reps to check lists for spelling
Ask sponsor reps to send copies of any local publicity for exhibit hall display at conference
Write and snail mail personal thank you notes to each judge
Collect all entry forms and record judging results on upper left corner of those accepted
Sort print and projected forms by sponsor for reference throughout the summer
Keep all entry forms for file
If conference location has participating schools, issue an invitation to the print gallery for teachers and students as guests.
Send corrected copy of excel master lists to PSA Headquarters for preparation of certificates
Turn accepted prints over to the Print Scanning Coordinator for scanning
Send information for "Best of Show" plaques and ribbons needed to PSA Headquarters
Start gathering information needed for showcase brochure

May

Compile statistics regarding participation, entries, preferences, and results
Continue contact with winners and sponsor reps for needed bios and photos
Obtain PERSONAL (not school) e-mail addresses for each award recipient for their student digital PSA membership throughout the year.
Upon receipt of certificates, sort by sponsors and mail to each
Thank Chapters' Services Committee and Clubs' Services Committee news editors for publicizing the Youth Showcase

June

Write article for the *PSA JOURNAL*
Correct grammar and punctuation of bios where needed
Send photos and bios to *PSA JOURNAL* editor
Send copies of photos to Showcase Program Producer
Contact Exhibition VP regarding display space and color of display boards

May/June/July

Be prepared for any complications regarding questionable or illegal entries
Move each award up and pick new 3rd or HM where needed
Notify sponsor rep and students of change
Get new bio if winner is involved
Notify Youth Showcase Committee, PSA Headquarters, and Journal editor of changes

July

Check conference schedule when available
Contact CCC VP as to how much table space is available in exhibit hall
Contact Chapters Services Committee Chairperson as to involvement in the Chapters breakfast meeting at the conference
Meet with Youth Showcase Committee
 Check status of all procedures to date
 Set due date for next year's showcase
 Review all forms for changes needed
Make sure the display board coordinator has all needed information and materials
 Photos, image, ribbons, and bios for Best of Show board
 Excel list of all award and accepted images for needed information
 Print images from scanner
 Projected images from judge coordinator
 Material for information board

Contact PSA President to find out if anything from the Youth Showcase is needed to be presented at conference's Wednesday morning business meeting

July/August

Have available committee members meet with Showcase Program Producer to review progress, suggest corrections, and complete data

Make sure all Youth Showcase forms for upcoming showcase are sent to web master

Have copies of all such Youth Showcase forms reproduced for display table

August

Make out cover paper to be folded inside a rubber band for brochures for distribution to sponsors

List students' names on cover paper

List teachers' names or school name on cover paper

Include two brochures for sponsor, sponsor's rep

Contact sponsor rep regarding attendance at conference

Identify person who will pick up brochures, ribbons, and Best of Show plaque

Inform sponsor reps of possible meeting and when during conference

Fill out tags on ribbons

Label envelop with each student's name for sending their ribbons by each sponsor rep

September/October

Before conference

Check transportation of all items needed at conference

Display boards

Brochures, ribbons, and plaques

CDs of Showcase presentation

Handouts

Check with equipment people for smooth showcase presentation

At conference

Mount award ribbons on display boards

Check all materials needed in exhibit hall

Attend meetings of the Chapters Services Committee, Clubs Services Committee, and Councils Services Committee at the conference to publicize the Youth Showcase

Present Youth Showcase program

Collect all unclaimed items upon return home to be mailed

October/November

Send thanks to all sponsors for successful showcase

Contact known sponsor reps regarding next year's showcase

December

"RELAX"

List of Youth Showcase Committee members' duties

Projected Image Coordinator

Work with web master in establishing projected entry procedure

Receive and record images

Sort by category and alphabetize by students' last name

Prepare excel master list for each category after due date has passed (see sample)

Assign control number to each image

Include student's name, title of image, school, city, and state/country

Get images and excel lists to judging coordinator

Send excel list to director

Attend judging if possible

Print Coordinator

- Receive mailed prints and entry forms, keep the packaging
- Prepare list of names of schools from each sponsor for showcase director
- Sort prints and entry forms by category
- Alphabetize by student's last name
- Assign a category letter & control number to each print and entry form (A-1, P, S, J, C, M)
- Prepare excel list for each category for judging
- Include student's name, title of image, school, city, and state/country
- Package prints by category in separate labeled postal boxes for travel to judging
- Clip entry forms together and include in box
- Include labeled envelope in each box for all accepted prints
- Get boxes and excel lists to judging coordinator
- Send excel list to director
- Attend judging if possible
- Return remaining prints to original packaging
- Get award and accepted prints to scanning coordinator
- After scanning, add original accepted and award prints from scanning coordinator to packaging

Judging Coordinator

- Set up site and recruit three judges for upcoming showcase
- Notify director
- Have two additional assistants (can be coordinators if available)
- Set date for judging and make travel arrangements
- Receive and review excel lists for each category in each section
- Make copies for assistants for recording results
- Set up judging process for print images
- Explain scoring mechanism for projected images
- Provide copy of results for director
- Prepare excel lists by category for all the award and acceptance images in both sections
- Work with director in getting corrected excel lists to PSA Headquarters for certificates
- Send projected awarded and accepted images to display board director and program producer
- Send list of expenses to director

Print Scanning Coordinator

- Scan all award and accepted prints
- Label award images with category, award, title, and maker (Scapes, 1st, RIVER by Ed Jones)
- Label accepted prints with acceptance list number, alpha by maker's last name
- Send copy of award images' scans to *PSA JOURNAL* editor
- Turn over all scanned prints to program producer and display board person
- Return all prints to director

Display Boards Coordinator

- Obtain excel sheets with needed information
- Check with PSA Exhibit Chair as to color of display board
- Plan layout of showcase boards for conference exhibit hall
- Provide all images' titles, maker, school, city, state/country
- Enlarge award images and place at top of board for each category in each section
- Work with director on Best of Show display board showing image, photo, and bio
- Work with director on information board showing statistics, sponsors, committee, map
- Take files to a lab to be printed and mounted on the display board
- Decide with committee on transporting boards to conference hotel
- Send expenses to director

Program Producer

- Select type of presentation
- Obtain excel sheets with needed information
- Secure scanned prints from scanner
- Have judging coordinator send projected images for program
- Obtain and add judging information, credits, showcase committee members, and thanks
- Enter titles, student's name, school, city, state/country for each image
- Obtain winners' portraits from director
- Meet at least twice with available committee members to review and make corrections
- Select copyright free music and add to show
- Record completed program on CD's
- Send one CD to conference equipment committee
- Give director CD copies for sponsors, PSA Board of Directors, and others as needed
- Send expenses to director