

## Summary Sheet

### VHSL State Multimedia Contest

### Entry Deadline: June 15

**DIRECTIONS:** This form should be the top sheet in your packet of entries and serves as a summary. Please type or print legibly. Contest entries must have been published (photo entries produced) during the current school year. All entries must be received by June 15. VHSL strongly recommends sending your entry/entries via trackable shipping service.

**SUBMISSION REQUIREMENTS:** 1. School submissions must have this summary sheet – one per publication, do NOT use one for all. 2. Payment must accompany your entries. 3. Entry category number must match category description – double check your work! 4. Entries must be in numerical order by category.

**COST:** Attach your check or money order payable to VHSL to this form. Please include \$2 per entry. Up to three entries per category per school may be submitted. Keep a copy of this form for your records.

**WINNERS:** Winners will be announced at the VHSL Regional Media Championships in October and Certificates will be presented. Winners will also be listed in the VHSL Regional Media Championship program, on the VHSL website at [www.vhsl.org](http://www.vhsl.org) and in the VHSL Book of Records.

Number of entries: \_\_\_\_\_ x \$2 = \$\_\_\_\_\_ Amount enclosed

School: \_\_\_\_\_

School City: \_\_\_\_\_ Adviser: \_\_\_\_\_

Name of Publication: \_\_\_\_\_ Editor: \_\_\_\_\_

Indicate categories entered by noting the number of entries submitted. **Limit of three entries per category.**

#### NEWSPAPER:

- \_\_\_\_ 1. News: Straight News/News Feature
- \_\_\_\_ 2. News: Sports News
- \_\_\_\_ 3. Feature: Human Interest/Personality (including Sports)
- \_\_\_\_ 4. Feature: In-Depth/Informative (including Sports)
- \_\_\_\_ 5. Editorials
- \_\_\_\_ 6. Bylined Personal Opinion/Column
- \_\_\_\_ 7. Review
- \_\_\_\_ 8. Photo: News/Feature\*
- \_\_\_\_ 9. Photo: Sports\*
- \_\_\_\_ 10. Front Page Layout
- \_\_\_\_ 11. Inside Page Layout/Spread
- \_\_\_\_ 12. Advertising
- \_\_\_\_ 13. Newsmagazine Cover
- \_\_\_\_ 14. Infographics/Secondary Packaging

#### LITERARY MAGAZINE:

- \_\_\_\_ 1. Concept Packaging
- \_\_\_\_ 2. Cover (front and back)
- \_\_\_\_ 3. Photograph
- \_\_\_\_ 4. Drawing
- \_\_\_\_ 5. Painting
- \_\_\_\_ 6. 3-D Art
- \_\_\_\_ 7. Digital Art
- \_\_\_\_ 8. Art gallery spread
- \_\_\_\_ 9. Non-Fiction
- \_\_\_\_ 10. Prose Spread
- \_\_\_\_ 11. Poetry
- \_\_\_\_ 12. Poetry Spread
- \_\_\_\_ 13. Short Fiction
- \_\_\_\_ 14. Mixed Media

#### YEARBOOK:

- \_\_\_\_ 1. Concept Packaging
- \_\_\_\_ 2. Student Life Coverage
- \_\_\_\_ 3. Academics Coverage
- \_\_\_\_ 4. Clubs/Organizations Coverage
- \_\_\_\_ 5. Sports Coverage
- \_\_\_\_ 6. People Coverage
- \_\_\_\_ 7. Candid Photos\*
- \_\_\_\_ 8. Candid Sports Photos\*
- \_\_\_\_ 9. Advertising
- \_\_\_\_ 10. Infographics/Secondary Packaging
- \_\_\_\_ 11. Personality Profile Photo(s)

#### BROADCAST:

- \_\_\_\_ 1. News Package
- \_\_\_\_ 2. Feature Package
- \_\_\_\_ 3. Sports Package
- \_\_\_\_ 4. Video Story

**Fall delivery yearbooks:** If your book will not be delivered in time to meet the contest deadline, send a high quality print or publisher's proof of the page(s).

**Electronic picture files (via CD or electronic transfer through services such as Dropbox or YouSendIt) of all entries are not required but are appreciated for awards purposes.**

(\* Submit a copy of the printed page on which the photo was used, and indicate on the entry blank whether traditional or digital photography was used. Original print or electronic file (cd) optional.

"I certify that all materials submitted by our school represent students' work. If non-student work or alteration has affected the printed product, notations have been made to indicate those changes."

Adviser's signature \_\_\_\_\_ Date \_\_\_\_\_

**Newspaper, Magazine and Yearbook Entry Blank**  
**VHSL State Multimedia Contest**  
**Entry Deadline: Received by June 15**

1. Duplicate this entry blank on 8 ½ x 11 sheets of paper. Glue one entry to the back of each Contest Entry Blank. **Do not use paper clips or tape.**
2. For larger entries, fold to fit the 8 ½ x 11 entry blank form. Do not use large matting.
3. A story or photo may be submitted in only one category, except that it may also be part of a page submitted in a page spread/layout division
4. Check the Summary Sheet for a listing of the categories and category numbers.
5. Mail to: Virginia High School League  
1642 State Farm Blvd  
Charlottesville, VA 22911
6. **Advisers: Don't forget to sign each entry.**

Please print **legibly** or type:

Check summary sheet for category number and name.

Category number \_\_\_\_\_ Category name \_\_\_\_\_

Photo only: Submit tear sheet. The original print or electronic file (CD) is optional. If included, put in a plastic bag, staple it to the entry form and label with school name and student name. Please indicate the technology used by placing a check mark:

Digital photography \_\_\_\_\_

Traditional photography \_\_\_\_\_

Headline and page numbers \_\_\_\_\_

Student(s) name(s) \_\_\_\_\_

School \_\_\_\_\_

City \_\_\_\_\_

Name of publication in which entry appeared \_\_\_\_\_

Date entry was published (or photos produced) \_\_\_\_\_

Adviser's signature \_\_\_\_\_

**For judges' use only:**

PHASE I JUDGE: \_\_\_\_\_ (initials)

This entry is a Top 5 Finalist.

PHASE II JUDGES: \_\_\_\_\_ (initials)

1<sup>st</sup> place

2<sup>nd</sup> place

3<sup>rd</sup> place

**Broadcast Entry Blank**  
**VHSL State Multimedia Contest**  
**Entry Deadline: Received by June 15**

1. Duplicate this entry blank on 8 ½ x 11 sheets of paper. Include one entry with each Contest Entry Blank. **Do not use paper clips or tape.**
2. Check the Summary Sheet for a listing of the categories and category numbers.
3. Mail to: Virginia High School League  
1642 State Farm Blvd  
Charlottesville, VA 22911
4. **Advisers: Don't forget to sign each entry.**

Please print **legibly** or type:

Check summary sheet for category number and name.

Category number \_\_\_\_\_ Category name \_\_\_\_\_

Student(s) name(s) \_\_\_\_\_

School \_\_\_\_\_

City \_\_\_\_\_

Name of broadcast in which entry appeared \_\_\_\_\_

Name of piece \_\_\_\_\_

Length of piece (see limits on Entry Description page) \_\_\_\_\_

Date entry was aired \_\_\_\_\_

Adviser's signature \_\_\_\_\_

**For judges' use only:**

PHASE I JUDGE: \_\_\_\_\_ (initials)

This entry is a Top 5 Finalist.

PHASE II JUDGES: \_\_\_\_\_ (initials) \_\_\_\_\_ (initials)

1<sup>st</sup> place

2<sup>nd</sup> place

3<sup>rd</sup> place

**Entry Descriptions**  
**VHSL State Multimedia Contest**  
**Entry Deadline: Received by June 15**

**NEWSPAPER**

1. **News: Straight News/News Feature:** May include breaking news, preview on upcoming events or updated angle on old news.
2. **News: Sports News:** May include breaking news, preview on upcoming events or updated angle on old news.
3. **Feature: Human Interest/Personality (including Sports):** Focusing less on current events and hard facts and more on culture and individual people, often with an emphasis on human emotion. Student reactions are emphasized.
4. **Feature: In-Depth/Informative (including Sports):** Focusing on important events or issues that directly affect the audience or information of little immediate news value but of interest to readers. Uses reliable, well-informed sources as well as getting student reactions.
5. **Editorials:** Staff-written opinion pieces. No byline. The editorial board of the newspaper decides the newspaper's standpoint on the issue and takes a collective stand, often emphasizing student leadership.
6. **Bylined Personal Opinion/Column:** Like an editorial, but offering one staff member's opinion.
7. **Review:** Weighs the pros and cons of a newly released CD, movie, book, video game, restaurant or other medium.
8. **Photo: News/Feature:** A photo that stands alone with an accompanying cut line or accompanies a news or human interest story. Entry includes complete published page.
9. **Photo: Sports:** An action photo of athletic competition or sidelines activity. Entry includes complete published page.
10. **Front Page Layout:** The overall content/design of the front page of the paper.
11. **Inside Page Layout/Spread:** The overall content/design of a single page other than the front page or a two-page spread with a unifying theme.
12. **Advertising:** Original, student-designed work that has visual impact and may include company logo.
13. **Newsmagazine Cover:** The overall impact/design of the front and back covers.
14. **Infographics/Secondary Packaging:** Charted information, lists, timelines, graphs, quote boxes, maps, diagrams, etc. that add to a package on the page. Infographics should acknowledge how information was gathered and all design should be original.

**YEARBOOK**

1. **Concept Packaging:** Each entry includes cover, title page, opening pages, two division pages and closing Pages.
2. **Student Life Coverage:** Each entry is a two-page spread.
3. **Academics Coverage:** Each entry is a two-page spread.
4. **Clubs/Organizations Coverage:** Each entry is a two-page spread.
5. **Sports Coverage:** Each entry is a two-page spread.
6. **People Coverage:** Each entry is a two-page spread.
7. **Candid Photo:** Entry includes complete page or spread.
8. **Candid Sports Photo:** Entry includes complete page or spread.
9. **Advertising:** Original, student-designed work that has visual impact and may include company logo, may be business or senior ad.
10. **Infographics/Secondary Packaging:** Charted information, lists, timelines, graphs, quote boxes, maps, diagrams, etc. that add to a package on the page. Infographics should acknowledge how information was gathered and all design should be original.
11. **Personality Profile Photo(s):** Environmental photography to accompany personality profile (may include collection).

**LITERARY MAGAZINE**

1. **Concept Packaging:** Each entry includes cover, title page, table of contents, opening pages, two spreads, and closing pages.
2. **Cover:** The overall impact/design of the front and back covers.
3. **Photograph:** The overall impact of a photograph.
4. **Drawing:** The overall impact of a drawing.
5. **Painting:** The overall impact of a painting.
6. **3-D Art:** The overall impact of 3-D art.
7. **Digital Art:** The overall impact of an art piece that is completely created on a computer (no scans, google images, fonts, etc. that have been produced previously or elsewhere).

8. **Art Gallery Spread:** The effectiveness of a spread that features only artwork.
9. **Non-fiction:** Prose.
10. **Prose Spread:** The effectiveness of a prose spread that may include artwork.
11. **Poetry:** Literary art that evokes meaning in addition to or in place of the prosaic, ostensible meaning.
12. **Poetry Spread:** The effectiveness of a poetry spread that may include artwork.
13. **Short Fiction:** A narrative.
14. **Mixed Media:** The combination of two or more identifiable art forms such as drawing, painting, collage, photography, etc.

**BROADCAST – Submissions must be within designated running times or they will be disqualified.**

1. **News Package:** News packages deal with hard news stories – stories that are timely. Reports have one stand-up during the piece. Superior News Packages will adhere to broadcast style (short sentences, active voice, present tense, conversational, clear); contain all necessary information and exhibit good news judgment; contain video sound bites that are well-shot close-ups, be relevant and interesting; contain a variety of shots that are steady and in focus; be free of glitches and jump cuts; use natural sound effectively; have complementary script and video; use interesting and informative manner storytelling; deliver voice-over effectively and with clarity; meet the +/- 3 second time limit with total running time of 1:30.
2. **Feature Package:** Feature stories are human interest stories that focus on particular people, places and events. There are many kinds of feature stories including: (a) Human Interest - a story that discusses issues through the experiences of another; (b) Profiles – stories that reveal an individual's character and lifestyle; (c) How-To – stories that help people learn by telling them how to do something; (d) Historical Features; (d) Seasonal - stories about holidays and the change of seasons; (d) Behind the Scenes - inside views of unusual occupations, issues, and events. Superior Feature Packages will adhere to broadcast style (short sentences, active voice, present tense, conversational, clear); contain all necessary information; contain video sound bites that are well-shot close-ups; be relevant and interesting; use a variety of shots that are steady and in focus; be free of glitches and jump cuts; use natural sound effectively; have complementary script and video; tell story in a manner that sustains interest; deliver voice-over effectively and with clarity; meet the time requirement of 1:30 to 4 minutes.
3. **Sports Package:** Sports packages are similar to feature packages but with a sports theme. Superior Sports Packages will adhere to broadcast style (short sentences, active voice, present tense, conversational, clear); contain all necessary information; contain video sound bites that are well-shot close-ups; be relevant and interesting; use a variety of shots that are steady and in focus; be free of glitches and jump cuts; use natural sound effectively; have complementary script and video; tell story in a manner that sustains interest; deliver voice-over effectively and with clarity; meet the time requirement of 1:30 to 4 minutes.
4. **Video Story:** A video piece designed for an online site that tells a story, is adequately sourced, sustains interest and delivers information effectively. Time requirement is 30 seconds to 3 minutes.

**All submissions will be evaluated for quality of photography, headline treatment, body copy, captions, alternative copy if any and overall layout and design as appropriate.**

**Please feel free to contact Sharon Condoulis ([scondoulis@vhsl.org](mailto:scondoulis@vhsl.org)) or Lisa Giles ([lgiles@vhsl.org](mailto:lgiles@vhsl.org)) should you require any clarification on procedure or rules.**

## Individual Category Newspaper/Yearbook/Magazine Information

### VHSL State Multimedia Contest

### Entry Deadline: Received by June 15

#### SCREENING PROCCSS:

Entries must be screened before they are judged. We will not consider entries that:

1. are not entered into the correct category
2. have incomplete information on the Contest Entry Blank
3. are not attached to the Contest Entry Blank
4. are not accompanied by the school's official Summary Sheet and appropriate payment
5. are improperly prepared
6. have more than three entries per category
7. have not met the June 15 entry deadline
8. indicate that the student/adviser is unsure which category the entry should go in
9. have not been signed by the adviser
10. have not been published (photos produced) during the current school year

**Please check all entries before submission.** All contest materials become the property of the VHSL. First-place winners in all categories will be kept at the VHSL office and may be used for publication purposes.

A minimum of 10 entries per category is required for winners to be awarded in that category. If fewer than 10 entries are received in all groups, no winners will be awarded. Exceptions: Magazine categories 1 and 2 and yearbook category 1 must have at least 6 entries. Broadcast categories having 5-9 entries will only award 1<sup>st</sup> place.

#### PREPARING ENTRIES:

1. Make copies of the Contest Entry Blank
2. Cut stories, art, pages, etc. from the publication.
3. Glue each entry onto the back of the Contest Entry Blank
4. If an entry has more than one page, separate the pages by cutting them. Then tape the pages together in order. Put the tape on the back side of the entry only. Do not wrap tape over to the front of the entry. Glue the entry form to the back of the first page and fold in accordion style to prevent wrinkling.
5. Entries must have been published (photos produced) during the current school year

#### Mailing:

1. Stack entries in numerical order by category number.
2. Place in an envelope with the Summary Sheet on top of the pile of entries
3. Include payment, (\$2 per individual entry); checks should be made payable to VHSL
4. Mail to:  
Virginia High School League  
1642 State Farm Blvd  
Charlottesville, VA 22911

#### JUDGING AND RECOGNITION:

1. Entries will be evaluated by a team of volunteer newspaper, magazine or yearbook advisers in a group (1, 2, 3, 4, 5 and 6) other than their own.
2. Judges may select a first, second and third entry in each category, subject to the number of entries in each category.
3. Winners will be announced at the VHSL Regional Media Championships in October and Certificates will be presented. Winners will also be listed in the VHSL Regional Media Championship program, on the VHSL website at [www.vhsl.org](http://www.vhsl.org) and in the VHSL Book of Records.
4. Sweepstakes will not be tabulated, nor will school recognition be given.

## **Individual Category Broadcast Information** **VHSL State Multimedia Contest** **Entry Deadline: Received by June 15**

### **SCREENING PROCCESS:**

Entries must be screened before they are judged. We will not consider entries that:

1. are not entered into the correct category
2. have incomplete information on the Contest Entry Blank
3. are not accompanied by the school's official Summary Sheet and appropriate payment
4. are improperly prepared
5. have more than three entries per category
6. have not met the June 15 entry deadline
7. indicate that the student/adviser is unsure which category the entry should go in
8. have not been signed by the adviser
9. have not been produced during the current school year
10. are not within the designated running times

**Please check all entries before submission.** All contest materials become the property of the VHSL. First-place winners in all categories will be kept at the VHSL office and may be used for publication purposes.

A minimum of 10 entries per category is required for winners to be awarded in that category. If fewer than 10 entries are received in all groups, no winners will be awarded. Exceptions: Magazine categories 1 and 2 and yearbook category 1 must have at least 6 entries. Broadcast categories having 5-9 entries will only award 1<sup>st</sup> place.

### **PREPARING ENTRIES:**

10. Make copies of the Contest Entry Blank and fill out
11. Submit each category on a separate DVD
12. Label each DVD with school name and category number. Do not use adhesive labels unless they are professionally done. Use a permanent marker.
13. Entries must have been produced during the current school year

### **Mailing:**

14. Stack entries in numerical order by category number.
15. Place in an envelope with the Summary Sheet and Entry Blank on top of the pile of entries
16. Include payment, (\$2 per individual entry); checks should be made payable to VHSL
17. Mail to:

Virginia High School League  
1642 State Farm Blvd  
Charlottesville, VA 22911

### **JUDGING AND RECOGNITION:**

18. Entries will be evaluated by a team of volunteer broadcast advisers in a group (1, 2, 3, 4, 5 and 6) other than their own.
19. Judges may select a first, second and third entry in each category, subject to the number of entries in each category.
20. Winners will be announced at the VHSL Regional Media Championships in October and Certificates will be presented. Winners will also be listed in the VHSL Regional Media Championship program, on the VHSL website at [www.vhsl.org](http://www.vhsl.org) and in the VHSL Book of Records.
21. Sweepstakes will not be tabulated, nor will school recognition be given.

**Volunteer Judging**  
**VHSL State Multimedia Contest**  
**Entry Deadline: Received by June 15**

To facilitate the judging process in light of the large number of entries received, the planning committee has instituted a new procedure to include two phases of volunteer judging.

**Phase I judges will be mailed** entries from a school of a different grouping than their own, and of the same discipline in which they are an adviser. These judges will be asked to select the top 5 entries per category, and these 5 entries will become finalists.

**Phase II judges will be mailed** entries from a school of a different grouping than their own, and of the same discipline in which they are an adviser. These judges will be asked to rank the finalists as 1<sup>st</sup> Place, 2<sup>nd</sup> Place and 3<sup>rd</sup> Place.

Be a volunteer judge and see what the best scholastic journalism staffs in Virginia are doing!

**YES, I WOULD LOVE TO HELP JUDGE!**

Adviser Name: \_\_\_\_\_

School: \_\_\_\_\_

My Group (1, 2, 3, 4, 5, 6): \_\_\_\_\_

Publication I Advise: \_\_\_ Newspaper \_\_\_ Magazine \_\_\_ Yearbook \_\_\_ Broadcast

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Judging Phase Preference: Phase I \_\_\_\_\_ Phase II \_\_\_\_\_

Address to Mail Entries to: \_\_\_\_\_

\_\_\_\_\_

**Please forward this form no later than June 15 to:**

**Lisa R. Giles**  
**Virginia High School League**  
**1642 State Farm Boulevard**  
**Charlottesville, VA 22911**  
[lgiles@vhsl.org](mailto:lgiles@vhsl.org)