

LOCAL ENTRANTS GUIDE TO ENTERING THE AMERICAN ADVERTISING AWARDS

To begin the process go to www.enter.americanadvertisingawards.com and click on Enter the American Advertising Awards!





- MANIFEST: All entrants must PRINT out the MANIFEST, SIGN it, SCAN it and EMAIL it to the local competition chair.
 - Rules & Categories Download the Rules & Categories document.



RULES & CATEGORIES

merican Advertising Awards is the advertising industry's largest and most representative competition, attracting over 40,000 entries every year in local AAF Club (Ad Club) competitions. The mission of the American Advertising Awards competition is to recognize and reward the creative spirit of excellence in the art of advertising.

Conducted annually by the American Advertising Federation (AAF), the local Ad Club phase is the first of a three-tier, national competition. Concurrently, all across the country, local entrants vie to win American Advertising Awards-recognition as the very best in their markets. At the second tier, local American Advertising Award winners compete against winners from other local clubs in one of 15 district competitions. District American Advertising Award winners are then forwarded to the third tier, the national stage of the American Advertising Awards. Entry in your local Ad Club competition is the first step toward winning a national American Advertising Award.

Entering the American Advertising Awards supports the entire advertising industry, because the AAF and its local and district affiliates use the proceeds to enhance advertising through programs such as public service, internships, advocacy groups, advertising education, and consumer awarenes

Selection of the most creative entry in each category is affected by a scoring process in which a panel of judges evaluates all creative dimensions of every entry. A Gold American Advertising Award is recognition of the highest level of creative excellence and is judged to be superior to all other entries in the category. Entries that are also considered outstanding and worthy of recognition receive a Silver American Advertising Award. The number of awards given in each category is determined by the judges, based on the relative quality of work in that category.

The Student American Advertising Awards is also a three-tier national competition, which is sponsored by the AAF and National Ad 2. Occurring in conjunction with the professional competition, the Student Awards recognize and reward creative excellence by students. Information on entering the Student American Advertising Awards may be found on www. AmericanAdvertisingAwards.com

Copyright infringement and/or placiarism (be it intentional or unintentional) will result in the discualification and, if applicable removal of awards from any entry deemed in violation. All entry fees will be forfeited

Visit www.AmericanArbertisingAwards.com_or.vour.local.Art.Club. You will be directed to the competition site to register as an entrant, Review the category list to find where your work should compete, and follow the simple drop down menus to enter your information. Make sure you credit the members of your creative team, so that they will be recognized properly in press releases and other AAF winner publications. Submission of entries acknowledges the right of the AAF to use them for publication, exhibition and marketing of the American Advertising Awards show.

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RULES & CATEGORIES

inted promotional materials for products and services whose distribution media. Given the nature of these categories, it is advised that a pocket be that the entry is secured, but can be easily removed.

det, folder or brochure to sell products or services via a "call for action" and

s. . An informational package (folder, binder, envelope, box, etc.), usually nce the sale of a product/service and could include: the entire sales kit, self; or one or more of the sales sheets, minus the container. If you enter a e Brochure category (8 A, B or C). You must choose one or the other, but make a brochure a sales kit, then it can be entered into both.

imunications device (single or multiple page), including house magazir tion to a specific audience (usually internal) including news or updated Is, Public Service and Industry Self Promotion should not be entered here

a product

ng or display unit that attends the product or service at the specific sale

requires additional support or elevation for proper product or service

that requires no additional support or elevation for proper product or

c or interactive—which is developed for use in consumer or trade shows

mporary installation that represents a product or brand through the location (does not include trade show exhibits—see 3C)

ing, promotional and/or marketing message that is conveyed via the ally designed for and directed to specific and/or limited audiences



Things to remember:

Both the District and National judging process will be online only, all entries will be judged online and not in-person.

Your club has decided to judge all entries online only as well. This allows your club to have more judges with diverse backgrounds and possibly higher quality judges who otherwise may not be able to give the time for travel away from their jobs.

Entry Packets - since the judging process will be online only at the local, district and national level there will be **no need** to create entry packets this year only. District Gold winners automatically advance to the National level with the entry fee paid for by the district. District Silver winners will be contacted by district to see if they want to advance to the National competition.

Since all judging will be on-line only please see below on the best way to showcase print entries. Entrants are now able to upload multiple images for print categories.

Uploads - there is no maximum file size for uploads. Upload away!

Uploads for print - entrants are now able to upload up to 5 files for print categories. Print entrants now have the option to create and upload an MP4 video to better highlight folding, pages, textures, etc.

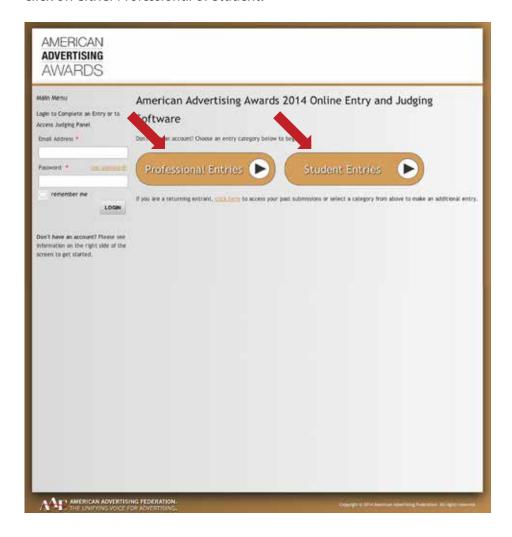
For **Campaign** entries you must enter at least 2 executions but no more than 4 executions.

Integrated Campaigns must contain 2 to 6 media with 1 to 4 executions in each media... 1 to 4... not 5 or 6 or 7... 4. Maximum executions is 10 per campaign. Example: 3 PRINT, 4 BROADCAST, 3 INTERACTIVE.





Not registered... log on to **enter.americanadvertisingawards.com** and click on either *Professional* or *Student*.

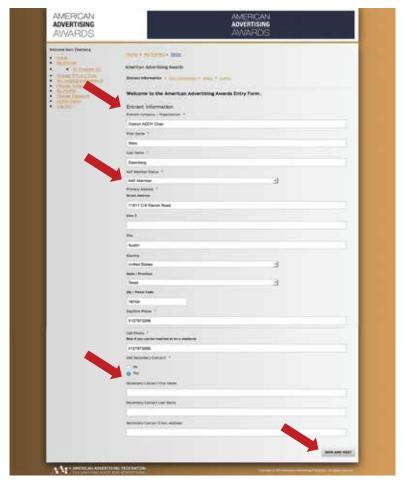






Complete the Entrant Information. Indicate if you are a member or non-member.

If you are entering for a company make sure to list an additional contact person as back up. SAVE and go to next page.







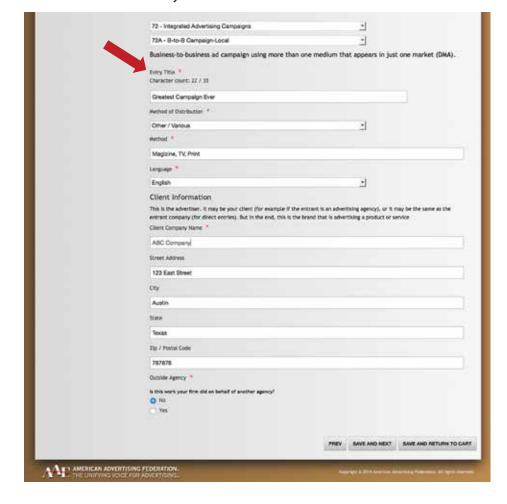
Entry Information - Select the proper category.







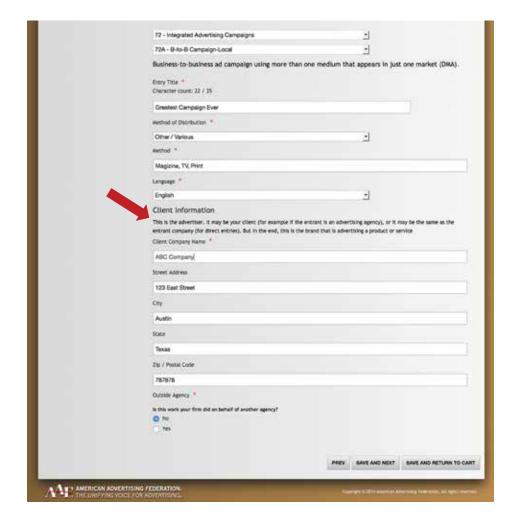
Entry Information - Enter the title and usage of the entry (it is an entry title, not a synopsis). Note, if making multiple entries **DO NOT** use the same title for each entry.







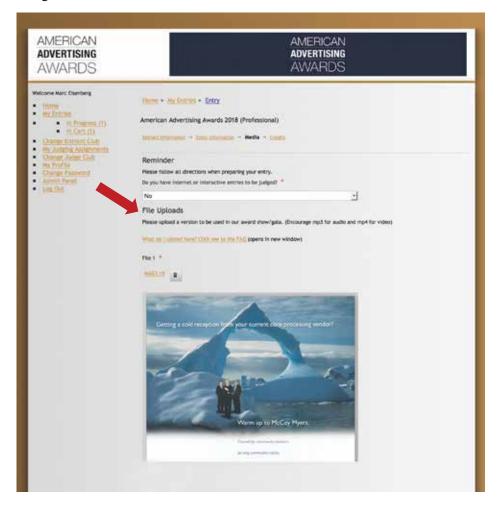
Entry Information - Enter the client information.







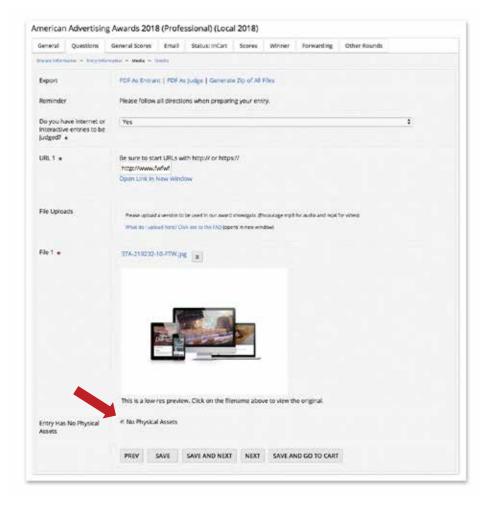
File Uploads - Files can be uploaded from the computer or drag and dropped for upload. All files need to be uploaded. Once uploaded an image of the file will be visible for verification.







File Uploads - For entries that have no physical assets; broadcast, radio, interactive, etc, check the button "No Physical Assets".

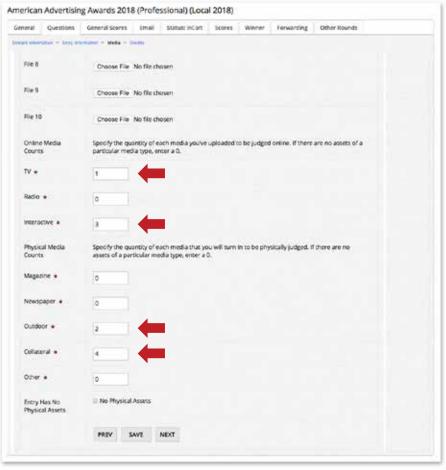






Intregrated Campaigns - For entries in Integrated Campaigns, you must indicate how many executions in each media that are in the campaign. This ensures that all elements are viewed and scored.

You are only allowed a maximum of 10 executions in Integrated Campaign categories.

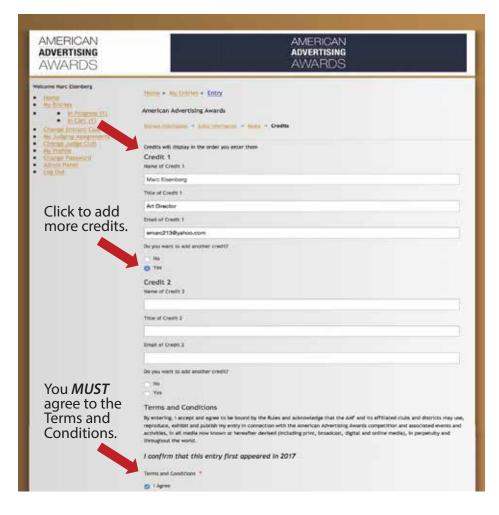






Credits - Add credits for the entry. You can list up to 20 credits. **NOTE**: all credits must be included **BEFORE** finalizing the entry. After finalizing the entry additional credits are not allowed.

PROOF READ!!! - What you type is what will be listed on the award, in the winners book and the show production, like to be cool and only type in lower case... that is how it will appear on your award.







Your *Cart* - After adding your first entry to your cart you can *Make Another Entry*. If you have multiple entries for the same client you can Copy Entry and not have to re-enter the client information, just edit the entry information.







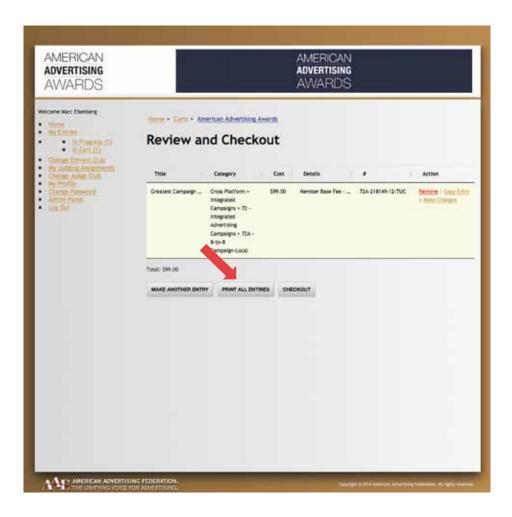
Your *Cart* - If you need to make changes to the entry, those need to be made *BEFORE* you checkout. Click **Make Changes** to go back and make any changes.







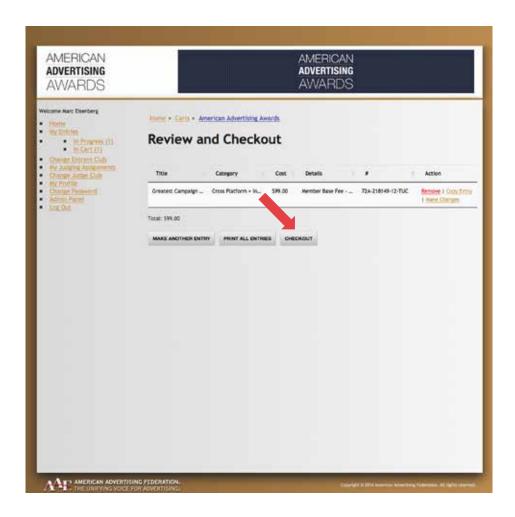
Your Cart - Click Print All Entries to print your entry forms.







Your Cart - Click checkout when all entries are complete.







Invoice/Manifest - Here you can print out the manifest which will be your invoice.







Once you have all forms printed select Pay to finalize your entries.







Print Entries

For online judging of entries it is suggested that the entrant prepare the entry with as much detail as possible for the upload. Print categories now have the option to upload up to 5 images, this now allows the upload of an MP4 video to highlight folding, multiple pages, textures, etc., this is an option if the entrant chooses to create a video.







Print Entries





Brochure Example





Print Entries



Magazine Example



Digital Up-Loads for Packaging

Show as much of the product as possible for the judges to view.

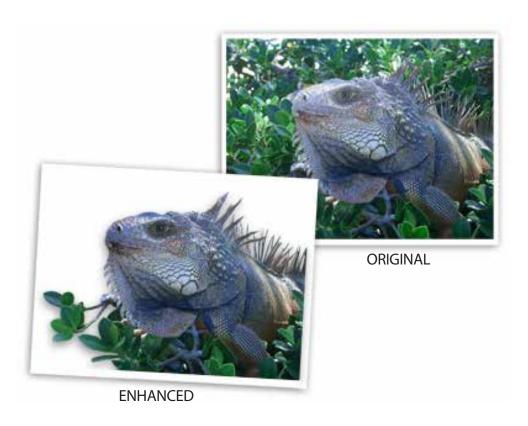




Elements of Advertising

Digitally Enhanced Photography - When entering digitally enhanced photos, the original photo **MUST** be provided so the judges can see what was changed.

Simply color correcting a photo in does not qualify it as a digitally enhanced photo.



Winner's Notification

Clubs notify winners differently so please check with your local club.

If you win a Gold ADDY at the club level it will automatically be forwarded to the district level of competition at no additional cost to you.

If you win a Silver ADDY at the club level you will receive a Silver ADDY Winner Notification Email from your local club. It will contain all you need to advance your silver winner(s) to the district level of competition.

The district entry fee to advance silver winners is \$85. Student silver entry fees at district are \$25.

VERY IMPORTANT: The Silver ADDY Winner Notification Email will be sent to the ENTRANT'S EMAIL that filled out the original entry forms online. This email address should be one that will not change if this individual leaves the company. Many times we receive notice that an agency did not receive the email, don't let this happen to you.

It is very important to provide a Secondary Contact so two people receive all communications from district and national.

It is also important that a physical mailing address be listed, many times awards need to be mailed to the winners.



Entry Tips

Contact Information

Notifications will be sent to the *ENTRANTS* email address. Make sure this email address is a permanent address of the company and will be valid throughout the process. Notifications go out as late as June. If the email address is no longer valid you will not receive the Silver Advancement Notification emails that are sent by district and national.

Entry Titles

This is an entry title... not an entry synopsis... keep it short. Remember it may very well need to be printed on an award.

Multiple Titles

If you have an entry entered in multiple categories, do not use the same entry title in each category. Create a different title for each category so when notified that you have won such-and-such you do not have to ask "which category did that win in"?

The Big Deal - Cinematography

The Big Deal - Music The Big Deal - Voiceover The Big Deal - Sound Design The Big Deal - Copywriting

Entry Forms

Keep in mind that what and how you enter information on the entry form matters. All information is pulled from the system. Information typed in all lower case will appear that way on all awards, winners books and in award shows.

Media Counts

It is very important that for campaign categories that you indicate the Media Counts for medium of the campaign. This ensures that all elements of the campaign are scored.





Student Entry Tips

Contact Information

Student Permanent Address - we know students move but we need a physical mailing address where we would mail any awards you may win as late as June.

Title

In Credits - Title, this is what your role was in creating the entry - Art Director, Copywriter, Illustrator, etc. This is the title that will go on your award. We know you are a STUDENT, don't list Student.

Entry Forms

Keep in mind that what and how you enter information on the entry form matters. All information is pulled from the system. Information typed in all lower case will appear that way on all awards, winners books and in award shows.

Media Counts

It is very important that for campaign categories that you indicate the Media Counts for medium of the campaign. This ensures that all elements of the campaign are scored.

Multiple Titles

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The Big Deal - Cinematography The Big Deal - Music

The Big Deal - Voiceover
The Big Deal - Sound Design

The Big Deal - Copywriting



Questions

If you have any questions please contact your local chair.

Thank you for your support of your local club and the American Advertising Awards.

Good luck!!