



# How to Organize a Photography Judging Contest

With the creation of the photography judging contest some county Extension agents and photography project leaders may be a little nervous about how they will provide an opportunity to train 4-H members, as well as host local level competitions as they prepare for district or state competitions. Below are some guidelines and recommendations as to how a county 4-H Program can organize and host a photography judging contest.

## Facilities and Equipment

- A room with adequate bright lighting where the photographs can be evaluated clearly. Rooms with a combination of iridescence and natural light works the best.
- A minimum of eight tables for the actual contest (6 for photography judging classes and 2 for problems classes). If you are going to have more than 65 participants (approximately 8 per table once in groups) it is recommended that you double the number of tables and have smaller groups. This allows for adequate and fair viewing of the photos.
- A stopwatch or some form of timer.
- If the contest is held in a large room, and/or has a large number of participants, a public address system would be helpful.
- A room for contest officials to score contest and verify information.

## Contest Supplies

Based on how you organize your contest, you may or may not supply the following for each participant, however, here is the minimum required for each participant:

- Two #2 pencil
- A clipboard
- Unmarked manila folder
- Judging Card (supplied by contest)

Below are the supplies to be provided by the contest organizers.

- Minimum six classes of photographs to judge. For each class you will need two sets of the same photos.
- Minimum of two problems classes to be judged. For each class you will need two set of the same photos.
- Best practice is to have two additional photography and at least one problems class available in case on day of contest classes need to be substituted.
- Class Officials and cuts
- Depending on the process of scoring, either a Hormel Judging Calculator, a computer/scanner/printer, and/or Judging Class score app (e-judging).
- Table tents printed on both sides with a minimum of the class number. You can add the class name (i.e. People, Macro, Landscape) if you wish.
- Sticky notes
- Extra #2 pencils
- Judging card or scantron

## Setting Up The Contest

### *Before the day of the contest*

- Because you are judging photos, they will not change from one day to the next as this allows the contest organizers to work ahead and accomplish the biggest task, placing the classes and determining cuts, prior to the day of the contest.
- Identify two to three local photographers or very strong photography leaders (those who will not have their own youth in the contest) to evaluate, discuss, and place the classes.
- If the committee setting the officials are not familiar with a judging contest, you will need to explain class cuts and work with them during the class placing process to determine these class cuts.

### *Day of the contest*

- Arrive early and set the room up. Room should be set to where if the youth are also being staged (pre-contest) in the same room they cannot gather around the photographs to be judged.
- Have volunteers/older 4-H members present to help register youth and assign them to the correct group.
- On each table place a table tent that has the class number (and name if you choose) on it. Classes should be in order, i.e. Class 1, Class 2, Class 3, etc.
- On each table, place four photographs down one side of the table, on the other side place the other set of photos along the table. Ensure that all photos are in correct order as they were evaluated and placed. (By placing two sets of the same photos on the same table allows participants to spread out and work on both sides of table).
- If you have a younger 4-H members or one's that have never judged before, you may want to place sticky notes with the photograph number above each photograph for easy reference (place numbers in order left to right).
- Once all photographs have been placed on the table in the correct order turn them upside down until the start of the contest. This prohibits "peeking" by any participant, parent, volunteer.
- Set up your scoring area (separate room). Based on the scoring method, you may need extension cords for computers, printers, etc.

## Contest Orientation

- Welcome participants, parents, and volunteers to contest.
- Provide an overview of the contest rules by covering the following:
  - Proper way to complete score cards
  - Time limits for each class
  - No talking during contest
  - No use of electronic devices (phones) during contest
  - No parents/leaders allowed in judging area
- Announce what time the awards presentation will be held.
- Answer any questions.