

# CHECKLIST

## STEP 1 - YOU

<b>Read Schedule carefully</b>	
<ul style="list-style-type: none"> <li>Identify the class/es you wish to enter – the class descriptions will help you decide where your entry items should be placed</li> <li>Entry needs to have been made in the last 12 months</li> </ul> <p><b>Please note:</b> - An article can only be placed in one class, not multiple</p>	
<b>Download entry form</b>	
<ul style="list-style-type: none"> <li>Record your exhibitor information clearly on the entry form               <ul style="list-style-type: none"> <li>Individual name</li> <li>Family group 1 – 3 names (it is too difficult to record everyone’s name)</li> <li>Team entry – Team name i.e. The GLAD Rappers</li> </ul> <p><i>This information is used for tracking and displayed on the swing tag and prize card</i></p> </li> <li>Include the Class number and name in the space provided</li> <li>Include the entry processing fee in the total</li> <li>If your items are to be posted back, include postage in your total</li> </ul>	
<ul style="list-style-type: none"> <li>Entry forms can be posted to the ASBA:               <p><b>CEO ASBA</b> <b>Woolcraft section</b> <b>Unit 1 / 6 Merino Court</b> <b>East Bendigo Vic 3550</b></p> </li> <li>Downloaded <b>copies</b> can be faxed [03 5443 9354] or photographed and a copy emailed to <a href="mailto:woolcraft@sheepshow.com">woolcraft@sheepshow.com</a></li> <li>Include payment – cheque, money order, credit card or EFT (Remember to supply a copy of your payment confirmation)</li> </ul>	

## STEP 2 – ASBA OFFICE

<ul style="list-style-type: none"> <li>Upon receipt of your entry form the administration staff will record your entries in the competition data base also updating any contact details</li> </ul>	
<ul style="list-style-type: none"> <li>They will then post back:               <ul style="list-style-type: none"> <li>A personalised <b>Tracking Form</b> will be populated with your name (as recorded on the entry form) and class number/entry letter for each exhibit you entered</li> <li>Plastic <b>sample bag</b> for each exhibit</li> <li><b>Balloon pin</b> for each exhibit</li> <li><b>Exhibit ticket/s</b> displaying class number and entry letter</li> </ul> </li> </ul>	
<p>* If the entry pack has not arrived back to you by the end of June please contact the office Ph: 03 5443 9902</p>	

## STEP 2 – YOUR NEXT STEP

<ul style="list-style-type: none"> <li>For each entry check the <b>Entry Conditions</b> and the <b>Schedule</b> to make sure you meet all the requirements for each exhibit you are entering</li> </ul>	
<ul style="list-style-type: none"> <li>Check the <b>Tracking Form</b> details to ensure ALL information is correct e.g. spelling of names</li> </ul>	
<ul style="list-style-type: none"> <li>Any additional information should be recorded here – Student entry etc –               <ul style="list-style-type: none"> <li>This is the information sheet that the committee will see (We do not see the Entry Form).</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>If you have multiple entries, and one is not being submitted – draw a line through this entry</li> </ul>	
<ul style="list-style-type: none"> <li>For special entries, super-fine merino, theme or feature breed               <ul style="list-style-type: none"> <li>Tick the appropriate column</li> <li>Make sure you include any documentary evidence required i.e., if fleece is within super-fine range, theme storyboard, feature breed article</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Under <b>Brief description of exhibit</b>– briefly describe each exhibit: - e.g. colours, patterns, 2 pieces etc</li> </ul>	

<p><b>Other support information</b></p> <ul style="list-style-type: none"> <li>• <b>Fashion garments</b> – brief description of assembly plus photo of exhibit on a model for display (no faces)</li> <li>• <b>Remake, Reuse &amp; Reinvent</b> – include before photo(s)</li> <li>• <b>Class 66 Article/Garment Cooperation</b> – 100 words on developmental process</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Wearable Art</b> – brief description of assembly, plus photo of entry on a model for display (no faces)</li> </ul>	
<p><b>Sample bags</b></p> <p>Must be firmly attached using the balloon safety pin to the <b>front</b> of each exhibit along with the exhibit ticket</p> <ul style="list-style-type: none"> <li>– <b>Spinning:</b> supply sample of fleece/top, state breed or type of fleece/top, Wraps Per Inch count and intended use. With blended yarn state % of wool and other fibre</li> <li>– <b>Handspun used in other categories including natural animal fibres:</b> supply sample of fleece/top, plus sample of yarn produced. State breed or type of fleece/top</li> <li>– <b>Commercially spun yarn (or fabric when permitted for all other classes):</b> supply yarn/fabric samples and labels. If no label when purchased, state brand and place of purchase.</li> <li>– <b>If using purchased handspun (where permitted):</b> include point of purchase or spinner’s name and include 30cm sample for burn test.</li> <li>– <b>Machine Knitting</b> – Also state the make and model of machine used</li> <li>– <b>Felting</b> – Breed and/or fibre content and samples of <u>all</u> materials used.</li> </ul>	
<p><b>Exhibit ticket</b></p> <ul style="list-style-type: none"> <li>• To be attached to the front of the article along with the sample bag, using the balloon pin.</li> </ul>	
<p>Collection Information - <b>Sunday from 6pm and Monday 9am – 12 noon.</b></p> <ul style="list-style-type: none"> <li>• If you will be picking up your entry/s yourself, tick yes.</li> <li>• Indicate which time you will be picking up your entry/s - Sunday evening or Monday morning</li> <li>• If your entry/s is being pick up by another person, include their name and contact details, tick yes.</li> </ul>	
<ul style="list-style-type: none"> <li>• If your entry/s is being picked up by a guild or spinning group, include the name and immediate contact details of the nominated collector <ul style="list-style-type: none"> <li>– <b>GUILDS OR SPINNING GROUPS</b> are required to, when entries are being dropped off, leave a complete list/checklist of all the entries that will need to be collected at the end of the show. This will assist in ensuring all items are gathered up and processed for collection and placed into the appropriate Guild/group bag</li> </ul> </li> </ul>	
<b>DO NOT SEND A PRE-PAID RETURN ENVELOPE</b>	
<b>PACKAGING YOUR ENTRY</b>	
<ul style="list-style-type: none"> <li>• Make sure sufficient time is given to allow Australia Post to deliver your entry</li> <li>• On your parcel, remember to record your own details on the reverse side (this is to ensure Australia Post can return the entry should it go astray).</li> <li>• Include the tracking form in the parcel being sent to the ASBA, this is used by the committee to check your entries in, and collecting items after the show</li> </ul>	

## JUDGING

Points are then awarded under topics such as:

- **Meets Conditions of Entry numbers**— See pages 2-3 of Schedule, 10 points are awarded if all conditions are met. No points will be awarded if any of the conditions are not met. The exhibit will be judged, but is ineligible for a prize
- **Suitability of Purpose** - including texture, feel, materials, drape (10 pts)
- **Structure** - includes evenness, consistency, construction method, wearability (10 pts)
- **Finish** - includes blocking/finishing, appropriate surface texture, ends/fibres secure, appropriate seaming, selvedge, edge stitches, fully felted, any holes? (10 pts)
- **Presentation** - can include neatness, colour, design (10 pts)
- **Overall impression of entry** - the WOW factor (5 pts)

The inclusion of design notes, a storyboard or inspiration statement can be very influential when two entries are accruing identical scores.