

DISTRICT YEARBOOK JUDGING

PANEL STEP BY STEP DIRECTIONS

To be read before judging begins.

1. Lead Judge will:

- A. Pass out the Judging Form & the Judging Worksheet to each judge. (Each judge will have a Judging Form & Worksheet to refer to, but only the Lead Judge will mark the scores & comments.)
- B. Hand out the yearbooks to be judged, starting with one club size at a time.
- C. Lead the group by reading from the Judging Form beginning 1 through 7.
- D. Record the scores on the Judging Form as determined by the panel and total score.
- E. Staple the Application Form, Judging Form and the Judging Worksheet together, with the Application Form on top.
- F. Keep the yearbooks and stapled sheets together after they have been judged with Rubber Bands.
- G. Once all the yearbooks from **one club size** have been scored, the panel must determine which yearbook is District 1st place, District 2nd place & District 3rd place.
- H. The Lead Judge will mark 1st, 2nd or 3rd place on the Application Form, where indicated.
- I. Rubber band the 2 books, the Application Form and the Judging Form together and set these aside for the State Judging in Lansing. (**All 1st, 2nd & 3rd place winners go to Lansing.**)
- J. All other yearbooks, with forms attached, can be returned to the District Directors.
- K. Proceed to the **next club size** and follow the same process.

2. Judging Panel will:

- A. Work on one club yearbook at a time.
- B. Follow the format on the Judging Form.
- C. Discuss and determine each score, and the Lead Judge will write it on her Judging Form.
- D. Please write something in each COMMENT section. *We encourage positive comments as well as suggestions for improvement.*

JUDGING FORM GUIDELINES

1. Cover: The information listed is Required Information.
2. Title Page: This is required information and must be on the first page.
3. Content: This does not need to be in any particular order but should be in yearbook.
4. Format: Is it organized , easy to find something.
5. Other Additional Information: Look for 'enhancements'; Flip through the yearbook, look for special pages; What makes this book stand out? This takes some time.
6. Programs: Programs are judged upon the diversity and balance of topics, format and presenters. Please refer to the Judging Worksheet for more guidance.
7. Projects: Look for diversity and specific details in their descriptions.