

Check List of PSA Catalog Requirements.

(Please use when preparing your exhibition's catalog)

(January 8, 2005)

Cover:

1. Must show name of exhibition and year. Make exhibition and year large enough for exhibitors to easily recognize. Using "The 28th" does not necessarily tell exhibitors or catalog users anything. "2005" does.

Contents:

1. Must contain the official PSA Recognition Statement. This advertisement must be at least the same size as that of any other international recognizing body.

2. Click on <http://www.psaexhibitionstandards.com/images/PSAAdHorizontalFormat.jpg> for a horizontal version or <http://www.psaexhibitionstandards.com/images/PSAAdVerticalFormat.jpg> for a vertical version.

3. List the names of the judges and their briefly stated honors, qualifications and addresses, for each class, category, or section.

4. List awards separately by class, category, or section preceding the listing of successful exhibitors.

5. List successful exhibitors in alphabetical order by surname, including given name and initial wherever possible, with minimal address and titles of all accepted entries, or make an alphabetical listing of countries and include the appropriate names alphabetically under each. Do this for each class, category and/or section separately in alphabetical order (e.g. Color, EID, Nature, Photojournalism, Photo Travel, Prints, Stereo) or, optionally, by country, a single unified listing of all names, followed by their acceptances in each section, duly noted as to section.

6. List all acceptances in the catalog listing section(s) including those images that are listed in the catalog awards and HM section(s)

7. The type size and font used in the catalog exhibitor acceptance listings must be legible to the average reader. (A 9 point font is minimum recommended. Please remember Star Rating and Galaxy Award Directors will be using the catalog for several years and they deserve to have an acceptance listing which is easily read).

8. If the exhibition accepts traditional as well as electronic entries, the electronic acceptances shall also be included in a catalog produced and sent traditionally, as well as being displayed on a web site as outlined in # 9.

9. Internet Exhibition catalogs shall be made available on the Internet for exhibitor viewing and/or downloading for a minimum of one (1) month; the URL must be listed in the entry form. Traditional catalogs may also be produced and distributed. If you would like to have your catalog on www.psaexhibitionstandards.com please contact Wade Clutton at wclutton@swbell.net to work out details.

10. If so stated in the exhibition entry form, the exhibition catalog may be made available to those exhibitors who prefer an electronic file for viewing and downloading on the Internet. If the entrant does not require a mailed copy, the exhibition may reduce the entry fee by the estimated savings in postage.

All catalogs made available on the Internet must have the exhibition's name and year on each page of the acceptance listings and must include everything that the published version does.

11. The catalog should state that neither PSA nor the exhibition sponsors assume any responsibility for misuse of copyright by anyone. **(New recommendation)**

Companion CD:

Exhibitions may produce a companion CD of the accepted and award winning images if space is provided in the entry form for the exhibitor's permission. The largest permissible image dimension is 800 pixels with a resolution of 72 dpi in JPEG format image quality # 7 or less. These CD's are to be compatible with both PC and Macintosh computers.

Special Print Exhibition Requirement:

a. Catalog must be available at all times from the first day of the exhibition or public showing of prints. If not possible, accepted prints must be identified by means of an equivalent list or a tab on the corner of each print, or a card next to the print, listing the makers name and country, the title, and any award(s) received.

Catalog Mailing Requirements:

Notice: At least one printed copy of the catalog must be sent to the Exhibition Standards Director(s), the Director(s) of Star Ratings, the Director(s) of Who's Who, the Director(s) of Galaxy Awards and others specified by the Exhibition Standards Directors for each of the Divisions recognizing the exhibition.

These catalogs are in addition to any sent to entrants. (The appropriate Directors names and addresses are listed in the Services Directory of the January, April, July, and October PSA Journals). The catalogs sent to the Directors listed above must be sent by First Class Mail (regular airmail by overseas exhibitions) on or before the approved catalog mailing date.

Click on <http://www.psaexhibitionstandards.com/Catalogs/CatalogReminder.pdf> to download PDF file of catalog recipients or <http://www.psaexhibitionstandards.com/Catalogs/CatalogReminder.doc> to download Microsoft Word file of catalog recipients.

It is suggested the names and addresses be cut out and pasted onto envelopes as mailing labels.

Catalogs must not be enclosed when an entry is being forwarded to another exhibition. **The catalog must be mailed directly to the entrant – never forwarded with slides and/or prints.**