

SCROLLSAW ASSOCIATION OF THE WORLD

Contest Manual

Contest Manual

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(10:00 AM to 7:00 PM EST)

Contest History:

In our recent history, SAW could only offer a Scrollsaw Contest when one or more of our Board of Director members were present to organize and run the contest. With this package a member should be able to organize and run a Scrollsaw Contest under the SAW guidelines. While this does not mean S.A.W. will not attend your event. S.A.W. will continue to provide the guidelines.

The contest at each picnic is separate from all other contests. Individuals sponsor the picnics and these are the people to contact for information on a specific picnic. If any questions should arise, they should be addressed to the contest chairman or picnic sponsor.

Application Process:

The SAW Contest program is designed to allow any hosting group to have a Scrollsaw Contest under SAW Guidelines at their event. SAW has developed guidelines and procedures to provide for consistency in the way a Scrollsaw contest is run.

You have agreed to:

- Abide by the guidelines provided by SAW in the preparation for, holding of, and reporting after, of this Scrollsaw Contest.
- Provide tables, space required, and the risers to make the contest a success.
- Provide the printed examples of judging criteria and a copy of the judges training video to the judges ahead of the actual contest.
- Do all of your own printing

If you send a list of the winners and photographs of winners of major ribbons (preferably with their projects) to SAW, they will be used for the web page and in Sawdust. The number of pictures published in SAW Dust will depend on the amount of space available. Pictures should have a minimum resolution of 300 dpi.

Time Table for the Day

Set Up—Day before event

Registration—

- . Entries taken as advertised.

Judging -

- . Judging times to be determined as appropriate.
- . Junior Scrolling Judging—Immediately after above judging is completed

Scrollers' Choice

- . At close of entries begin distributing Scrollers' Choice ballots
- . One ballot per person. We have found that marking a hand will identify those who have previously voted
- . Announce the close of Scrollers' Choice balloting at least 15 minutes in advance of closing.
- . Close Scrollers' Choice balloting as advertised

Announce Winners—as advertised

Pictures with Winners—Immediately after announcing winners

Release projects to be retrieved after awards

You will need to provide:

- Contest Manual
- Judges (to be of an odd number)
- Manpower to take entries
- Table covers and space
- Person to act as a Master of Ceremonies to award ribbons
- Additional prizes for the winners (if desired)
- Pictures of the winners and of their contest entries.

You Build:

These items need to be built prior to the event. If you have previously held a contest, you may all ready have these items. Please check to make sure nothing new has been added since your last contest.

Signs:

There are fourteen signs that are used for Categories and Classes on the tables. Once the signs are made and painted, they can be disassembled from the base and stored in a very small amount of space. Paint a bright color (I have used yellow) Just so that these signs cannot possibly be confused with the projects. They are not to be judged. The pattern is on the web site “Contest Signs”. Note some of them contain several pages, be sure that you print all pages when you print them.

Risers:

Have a minimum of six tables set up in advance – I have found it helps my peace of mind to have two more ready to set up if the number of contest entries warrant it. The extras are assembled and placed under the tables so they can be moved up quickly, if needed. The risers disassemble so that they can be stored in a much smaller space. The pattern is on the web site “Riser”.

Ballot Box:

The Ballot Box is used to store completed Scrollers’ Choice Ballots until ready to count. The pattern is on the web site “ BallotBox”. Note some of them contain several pages, be sure that you print all pages when you print them.

Pre-Event Tasks:

It helps to distribute print copies of this manual to your workers and judges prior to the event. This will give them time to study the information and be familiar with it prior to the day of the event. If you have access to a color printer, it will help for printing the picture examples contained on the web site.

It might be helpful to have a practice drill of organizing a group of projects at a meeting

or two prior to the event. The workers can be more comfortable with the process if they have practiced it a bit.

A variety of aids have been created to assist in training Judges. PDF documents are available with pictures and explanations of judging tips on the web site “Judging” and “Judging Sawdust”. Note some of them contain several pages, be sure that you print all pages when you print them. These documents should be printed and distributed to your judges prior to the event. It will be helpful if the main person running the contest is also familiar with this information as that is who the Judges will look to for help if they become confused. If you have access to a color printer, it will help for printing the picture examples contained in this information.

In addition, a movie has been created that will help train new judges or can be a refresher for someone who has not judged for a while. You can download a High Resolution copy of this movie for your Contest on the web site or you can view lower resolution copies of the movie online.

Have on hand the day of the event:

1. Pens available for use with the entry forms, for judges, and for workers taking entries. Markers for workers handing out Scrollers’ Choice ballots to be used to mark hands of persons who have received their ballot. Or you can find hand stamps at an office supply store that will also serve this purpose. Two are usually sufficient.
2. White string tags 7/8” X 1 9/32” – should be available from any office supply store. These are used one per project as identification.
3. Masking tape (preferably two rolls so that more than one person will have access to the role at a time)
4. Tables – minimum 8, more if you can get them. This can vary depending on the crowd, the number of people entering the contest, etc. Have one additional table to handle entries and registration – two in that area will give you more space to work in. The more space you have, the easier things get.
5. Table coverings – we have used polyester fabric 60” wide pre cut to length in a jewel tone color. Royal blue would be my first choice for color, but this is not a requirement. Cut lengths to cover the tops of an 8-foot table with some drop on the ends. The length to cover the risers is longer than for the table covering. At least two feet longer than the table covering, but your best estimate would be to actually measure the length of two risers end to end. Polyester will cling to the rough wood of the riser and you will not need any additional tools to attach the covering to the risers. Plus it is easily washable and storable. Suggest that you store the table cover size separate from the riser cover size so that you can find the correct size easily. This can take a considerable amount of fabric. But it is a one-time expense. Watch for sales or ask for a better price when buying such huge quantities of fabric.
6. Cash box for storing entry money
7. Means of storing entry forms after registration (these are needed as a receipt for your records and as a means of determining WHO won the contest.)

Have on hand for judging:

1. A clip board for each judge to use
2. Flashlights for judge's use.
3. Paper for use by workers scoring the judges forms
4. Ribbons
5. Prizes
6. Masking tape to definitely mark the boundary of each category on the table (this can be a line of tape to define the boundaries and is necessary when items are numerous and placed very closely together.)

Contest Area:

We recommend, based on experience, that the display area be segregated from the general public to allow free movement by the registration team during registration. You don't want to risk dropping a valuable project attempting to push through the lines of people bringing in projects or exploring the display area. Once the registration process is completed, the roped off areas and the two registration tables may be removed for public viewing.

Although roping off the entire area during actual judging is beneficial to the judges and helps them to complete their tasks quicker, it also reduces the amount of time the general public has to view and make their choice for Scrollers' Choice. This decision is usually a compromise that depends on the amount of space the judges have to work in and the size of the crowd that needs to view the projects in order to cast their ballots for Scrollers' Choice.

There are files on the web site "GroupsNew" to help you in setting up the categories and classes. You and your team will have to exercise considerable forethought to this process. These are not absolute rules, just guidelines. Common sense applied to experience will usually be enough to make the right choices. The following definitions may help you in this process.

- **Basic:** Simple projects usually small in size or with few inside cuts. Projects in this class are usually completed in 1 to 3 days by typical scrollers. These projects are not very complicated or difficult. Some Intarsia projects in this class will appear more flat like a segmented projects
- **Intermediate:** These projects will have more inside cuts, more pieces, and be slightly more complex to complete. These projects are usually completed in 4 to 19 days. Allow the complexity of Intarsia projects to fix a class.
- **Complex:** Lots of inside cuts or miters in the finished project. It may or may not include inlays, overlays, and compound components. Projects in this group are usually completed in 4 to 6 weeks.

The judges, in agreement with the contest chairperson, should be allowed to move projects to a different section, prior to judging, if they feel it makes for a better division of projects.

The judges can offer to evaluate each project at the conclusion of the awards presentation, one project at a time, for those that desire such a critique.

General Rules:

You must bring and enter your own projects at all picnics. Once a project has won Best In Show at a contest, it must be retired and cannot be entered in any other SAW sponsored Contest.

You must fill out an entry form and bring your project (s) to the Contest Entry Table. Entry forms will be available at the SAW booth and at the Contest Entry Table. Fees

must be paid at the time of entry. Items may not have your name/identification on it. Numbered tags will be provided to place on the item (hang tags). Judging of the contest will be completed by set time. Winning entries will be placed on a display table after judging is completed. All items must remain in the contest area until set time. After that time, you may retrieve your item. All items must be retrieved by the end of the Picnic day.

Winners agree to be available for photographs at a set time. Times should be posted for:

- Starting of taking entries
- Shut off time of taking entries
- Start of judging
- Awards hand out time
- Pictures of winners
- Time entrant can pick up projects

Historically, there is no electrical connection available for use by contest-displayed projects. A conscious decision must be made by your group to provide this service to all projects or to none of the projects. Some projects may be illuminated internally or have working mechanical abilities like the Ferris wheel project, that are driven by electrical connection. If there is no electrical connection available, then all batteries must be removed during registration for the contest.

Entry Eligibility Exclusions:

Contest Administrators are not eligible to submit contest entries. Contest Administrators includes Judges and those

- accepting contest entries,
- handling projects,
- tallying the judges score sheets
- and participating in the awards ceremony activities.

Entry Fees:

- Fees are determined by the Contest Sponsor.

Registration Procedures:

Accepting Entries:

The timing of registration depends on the timing of the event as advertised.

Two workers can usually handle the paperwork involved in accepting entries, helping people get the right tag onto the project, and initially check for any personal identification marks on each project. Once the entry fee has been paid, and the project has been tagged, and the paperwork completed, then the project can be passed to the next worker who will actually place the project within the display area. Occasionally the scroller can assist in this placement process. This is recommended for large, projects, especially those needing an easel or some special set up for display.

Have entry forms available for people to fill out prior to actually reaching the registration table. This can greatly speed up the process. As you hand out those forms, tell people to remove any identification they may have on their projects prior to reaching the registration table, if possible. No business cards are allowed in the contest area either on or next to projects. It is also possible that hang tags can be affixed to projects prior to reaching the registration table. All of these things can be done at the registration table, but doing it in advance can greatly speed up the process of taking registrations.

At the table itself:

1. Accept the entry form and verify that it has been filled out correctly with name, address, and signature at the bottom.
2. Determine the fee for the entry as determined by the Contest sponsor.
3. Taking one project at a time, and using the set of numbers prepared in advance, place one number label on each side of the hang tag, place the third number on the entry form next to that project's description, place the fourth number on the receipt (bottom of the entry).
4. If the project is entered by a youth, age 17 or below it will be placed in the appropriate Pre-Teen or Junior area. There are no divisions for these groups, like the adults, everything is one group. Examine each project to see if their name is on it. If the name cannot be removed, then it must be covered with masking tape – no matter where on the project this tape would go. If the person does not wish to have tape placed on their project, then they can withdraw it from the contest.
5. Make sure the hangtag is clearly attached to the project in such a manner that it can be seen from the front of the project. We do not want the public handling projects in order to find the project number. We also do not want the hangtag falling off, so it must be either tied on or taped to the project.
6. Each individual can enter five projects per entry form. If they have more than five projects, ask them to fill out another entry form.
7. Determine which general category the project will be in – Fretwork, Intarsia, Shadow Art, or Open.
8. As each project passes inspection, pass it to the worker who will move it to the contest display area.

9. Once each project on an entry form is cleared, calculate the total amount of entry fees and collect that amount.
10. Tear off bottom portion of entry form and give to person as their receipt. Tell them that they must have this receipt to retrieve their projects at the end of the day as you will be randomly checking to make sure the right project goes home with the right person.
11. Place the fees and entry form in the appropriate place.

Project Classification:

This document is intended as a guideline reference tool for those hosting.

The selection of which Category - Class combination that a project belongs in is perhaps the most difficult and poorly understood issue of running a contest event. We have attempted to simplify this process by including a selection of photographs showing how projects have been grouped in previous contests.

There are few absolute rules to apply in this sorting process. Common sense applied to experience will probably serve you well. This process begins with how the available space is set up prior to taking your first entry and continues thru the registration process. It can last right up to the beginning of judging, if necessary.

General Issues to Understand:

There are 4 categories, **Fretwork**, **Intarsia**, **Shadow Art** and **Open**. Within each category there is a class that each project can be assigned to, **Basic**, **Intermediate**, and **Complex** classes. During the registration process, incoming projects will be assigned to a Category and it's appropriate class. While this assignment is important, the process is not as difficult as it may appear. The initial space allocated to each category - class is a "best guess". If you need to adjust that space allocation after all entries are received, this is to be expected and not unusual.

If at all possible a Category should be divided evenly with projects amongst the classes. For instance, if 30 Fretwork projects are entered, an attempt should be made to have 10 in Basic, 10 in Intermediate, and 10 in Complex. This even a division is not always possible, but the attempt should be made to make it as even in numbers as you can.

Categories:

- **Fretwork:** Cutting with many interior cuts that are straight lines or curves.
- **Intarsia:** Projects made from different woods that are shaped to for the project. Segmentation can also be in this class.
- **Open:** Open will include segmentation, non-pierced work, Marquetry done with a scrollsaw and inlay done with a scrollsaw. This category will include all projects that cannot be classified in other classes. At least a major portion of the project shall show evidence of being done with a scrollsaw. A portion of the project may

- be built using other tools. Carving where a scrollsaw was used to cut the rough block, thus leaving no evidence of scrollwork.
- **Shadow Art:** This would be the portrait type pattern. All of the portrait type of cutting belongs in this class. No distinction is made about the subject matter of the project.
 - **Youth Division:** There is a Pre-Teen and Junior class for the youth.
 - Other categories can be added as desired (Example: Carving or turning)

Classes:

Within each category there will be three classes:

- Basic
- Intermediate
- Complex

The staff will determine the class your item will be entered in after all entries are received. The division of the category into classes will be determined first by the complexity of the design of the entry and secondly by the total number of entries in the category. This procedure will give a simple, but elegant Christmas ornament the same chance of winning as a Dome Clock.

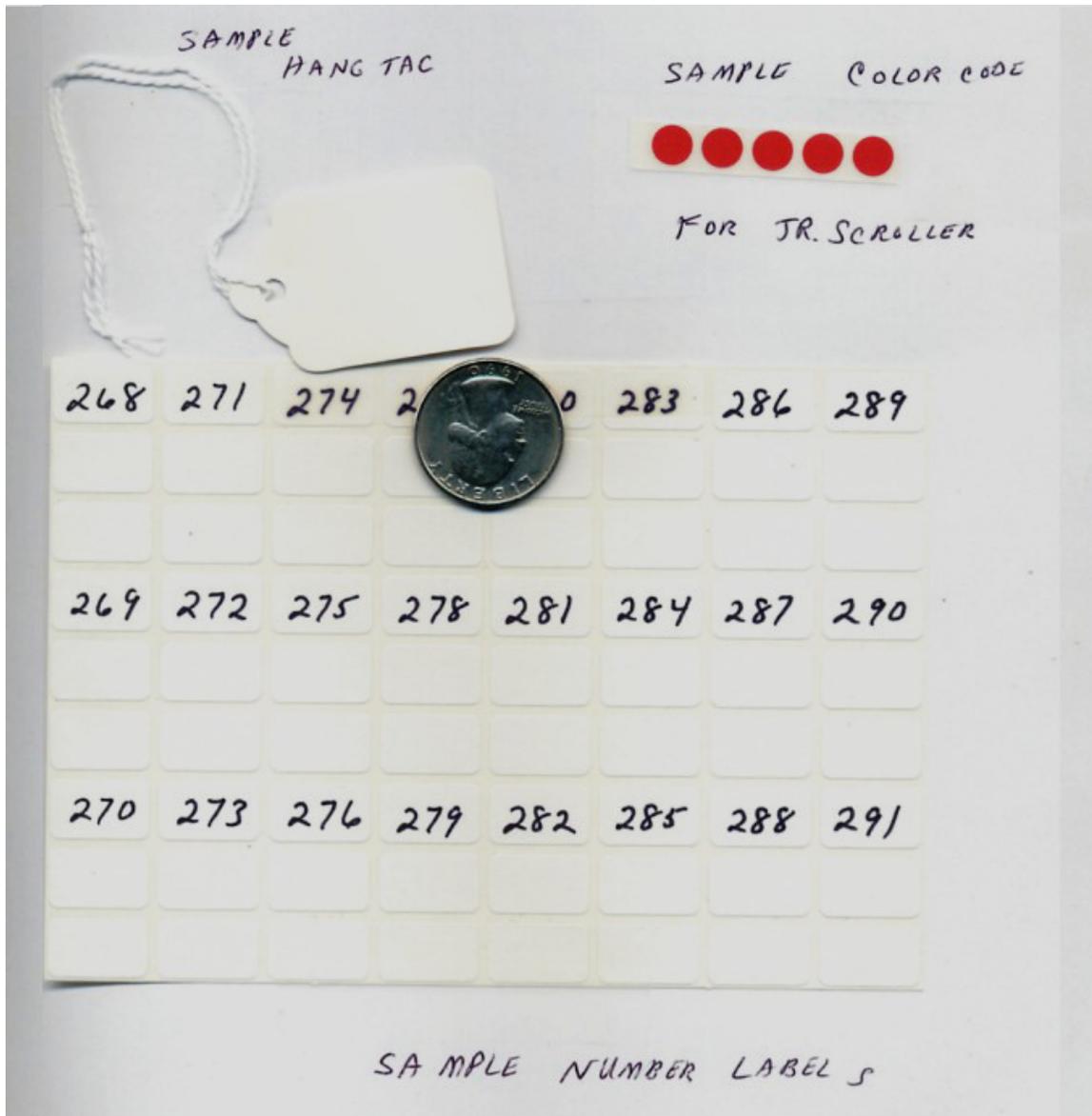
Ballots will be available to all picnic attendees to vote for the Scrollers' Choice.

Project ID System:

You will find files for printing Project Entry Forms and labels for the numbering system used to identify each project. It is critical that no identifying marks be on the project entered. Check each project carefully to see if any identification marks are found on the project. If any are found, either remove them (if possible), or cover with masking tape if they cannot be removed. Tape must be used even if the marks are on the front of the project. The only identification to be used on the project is the hangtag, which you provide.

In addition you will need to have available

- Hang tags - 7/8" X 1 9/32"
- Masking tape
- Pens for people to use when filling out the entry forms



The ID system starts by having the people entering the project fill out an entry form. Up to five projects can be entered with one form. If they have more than five projects to enter, ask them to fill out a second entry form.

A hangtag must be affixed to each project in such a way that it can be readily seen when looking at the project as it is displayed. Either tie it onto the project, or use masking tape to affix the hangtag to the project. Be sure that the hangtag cannot fall off.

The sheets of labels have sufficient numbers for approximately 150 projects. There are **four** labels for each number.

- One label should be placed on **each** side of the hangtag.
- One label should be placed on the entry form next to the project description
- One label should be placed at the bottom of the entry form.

Both sides of the hangtag should have a label. This makes the ID number visible even if the tag gets jostled, or turned around. Remember that these numbers are used by the judges to identify their choice of winner and by the general public in choosing a project for the Scrollers' Choice award.

The bottom of the entry form should be torn off (it is perforated) and given to the person entering the projects. Be sure to tell them to keep that receipt, as you will be randomly checking those receipts against the projects being taken at the end of the day. If someone tries to take a project without having the receipt, be prepared to stop him or her until after the bulk of the items have been retrieved and you will have time to look up their entry form and verify their identity in order to release the project to them.

Having the pre-printed labels makes the numbering system work. Use care to be sure that the same number label is used in **all** four places. This is key to having the entire system work.

Two people working registration can simply have their own sheet of labels to work with. This will cut down on confusion with two people removing labels from the same sheet.

All labels must be placed on the project and entry form at the registration table. Entry Forms can be filled out in advance, and hangtags can be tied on in advance of reaching the registration table.

Allocating space:

Since the number and type of projects that will be entered into your contest is an unknown factor prior to taking entries, the best you can do is make a guess as to the amount of space needed. These guidelines have proved helpful in the past in establishing space for each Category and class prior to taking entries. Once all entries have been accepted, you may find that you need to reshuffle the projects and the space in order to make it easier for the judges to do their work.

In general, try to keep all projects for each category together. It is helpful to the judges if while moving from one table to another they also move from Basic to Intermediate to Complex within a Category. But, it is more important to have ALL of a Category together than to keep them in that particular order.

We recommend, based on experience, that the display area be segregated from the general public to allow free movement by the registration team. You don't want to risk dropping a valuable project attempting to push through the lines of people bringing in projects or exploring the display area. Two examples of display/registration area are suggested below.

Once the registration process is completed, the roped off areas and the two registration tables may be removed for public viewing. It may be desirable to again rope off the area while judging is actually taking place so that the judges have free access to all projects without interruption by anyone asking questions or making comments.

Once all projects have been placed in their category-class grouping, use **3/4" masking tape** to create a visual border between each category-class. You will see this being used in the photographic examples below.

The judges, in agreement with the contest chairperson, should be allowed to move projects to a different section prior to judging, if they feel it makes for a better division of projects.

Place your category signs where you have assigned space for each Category/Class combination. This will help your workers place entered projects and reduce the amount of shuffling necessary after all entries have been taken. Distribute the cards provided in the Contest Kit indicating that items are not to be picked up or handled in any way randomly around the entire contest area. Keep these signs visible as projects are placed in the contest area.

Moving project to contest display area:

This last worker is the one responsible for making the initial decision as to which category class the project belongs in. These workers should be familiar with the layout of the display area so that they can quickly move the project to an appropriate spot. These workers should also carefully examine the project to be sure that all personal identification has been removed or covered, verify that the Project ID tag is firmly affixed to the project and in view once the project has been placed in the display area. If any projects are moved later, as more projects are entered, or as space gets difficult, these workers are responsible for again being sure that the Project ID tag is clearly visible in its new placement.

These workers will also make the decision if another table or riser needs to be added to the display area. They should be able to quickly place a new riser and cover it with the appropriate cloth so that it can be used as quickly as possible. If an individual is not certain of where a project should be placed, then he/she should consult with the other workers placing projects and the contest chairman to make that determination.

General areas of the tables should be determined ahead of time as to which areas are to be used for fretwork, intarsia, and open. As a guideline, most basic projects will fit on risers. Some intermediate and almost all complex projects will need flat table space and/or easels to be displayed. In rare instances, floor space will be needed. When the tables are laid out, these things have to be taken into consideration. Past experience will help in this planning, but it is always a guessing game because you never know what people will actually bring. **Be prepared to modify your plans if needed.**

1. These workers should also examine the project for identifying marks, names etc. If found they need to be removed or covered up with masking tape.

2. Verify with the table worker the general category these projects should be placed in: Fretwork, Intarsia, or Open
3. Carry the project to the correct area and, as best as possible, make sure that it is safely displayed.
4. In the case of very large projects, have the person who is entering it set it up with your assistance.
5. Monitor the contest display area to keep people from picking up or touching projects.

As the deadline for taking contest entries approach, have an announcement made to remind those folks who might not have made it to the contest area yet.

Once the deadline for taking entries has passed, the projects need to be divided into their final categories of Basic, Intermediate, or Complex. This can be handled in several ways. Either by the contest workers, by the judges, or some combination of both groups. The goal here is to divide the entries for a general category into three equal sections. If possible, equal, or as close to that as you can. These decisions are based totally on the complexity of the design and the total number of projects entered in that general category. As an example: If there are 30 Fretwork projects, you would try to divide them up so that there were 10 basic, 10 Intermediate and 10 Complex. An even distribution is not always possible, but the closer you can get to this the easier the judging job becomes.

After these divisions have been made mark the boundaries of each grouping by using masking tape to divide the area of the table. This will also help give judges a visual cue as to where to stop and/or start judging a particular group.

It is also helpful at this time if someone can make a list of all of the projects included in each group. Take a piece of paper and write down the project numbers included in each group. This information becomes useful as a double check on a judge writing down the wrong number. For instance if he places project 125 as being deserving of a prize and there is no 125 in that group, then you can go back to the judge to find out exactly which project he intended. This usually turns out to be a mistake in writing down the number or that he meant 123 and didn't write totally legible.

When all of this is done, then you are prepared for judging to begin.

Viewing Time:

Once all projects have been placed in their category-class grouping, walk around the contest area doing a visual check of the grouping that has been established. Do your best to make sure that you are thoroughly comfortable with the organization of the projects entered into this contest. Your goal is to have the projects properly placed so that no further shuffling of projects is necessary. Then use 3/4" masking tape to create a visual border between each category-class. You will see this being used in the photographic examples.

It is necessary to have someone in the contest areas at all times to hand out and collect Scrollers' Choice ballots and to keep an eye on the general contest area.

If the tables used for registration are not needed for project display, setting the ribbons to be won out on one of the tables makes for a nice display at one end of a table. The other end of the table can be used to hold the Scrollers' Choice Ballot Box so the general public can place their completed ballots there.

Judging:

Finding Judges:

The number of judges and how the judging duties are divided will be decided by the event sponsors for each event.

A sample form that may be used for judge certification:

I, _____, <i>(Print name)</i>
Agree to judge a "SAW" scrollsaw contest at the following event.
Name of Event _____
Event Date(s) _____
Location _____
Date of judging _____
By signing this form, I agree that I have viewed the Judging Video on the SAW website and have read and understand the Judging procedures and rules as published in the "SAW Contest Manual"
_____ <i>(Signature)</i>
<i>This will insure that all judges are apprised of the SAW criteria for judging a "SAW" Contest.</i>
<i>This form MUST be returned to the EVENT CHAIRPERSON.</i>

Much of the process of judging is a subjective thing. To successfully find and select a good judge you should look for people (male or female) with experience in various forms of woodworking, scroll sawing, and or the arts. While woodworking experience is highly desirable, someone well founded in the arts may prove to be a great judge. Please remember that the judges will be working together to select the best projects in each category. Each judge can bring a different experience knowledge base to the process. If one judge has a background in woodworking and finish and another has more experience in fretwork, then the perfect balance is someone from the arts.

Use your imagination to explore the potential judges and you should have little difficulty locating those you are comfortable with as judges for your event. Ask yourself a quick question, “Would I be comfortable with this judge if he were comparing my work against others?” If the answer is yes you are home free.

Judge Training:

Judging of a scrollsaw contest is not an easy task. As more and more people learn how to perfect their projects, the difficulty in judging will increase. SAW, with the help of Rick Hutcheson, has developed some training materials for prospective judges. These same materials can be useful to everyone who is entering a contest to know what the judges are looking for and at when they look at your project.

From there the contest holder should make sure every judge reviews the video. The judges will also be asked to review this web page of additional tips on judging. What we are trying to do is to get some consistency in what the judges are looking at in all of the contests.

PDF documents are available on the web site that can be printed and studied.

Judging Criteria

Each judge will be given a list of criteria of items to look for in judging the individual piece. Judges Instructions: Judges need to make their own decisions. Discussion is encouraged, but placing projects in first through fourth place should be done individually.

The criteria will consist partially of

- Design—Can be traditional or non-traditional. The construction should be sound and durable. If the item is designed to be functional, it should function as intended.
- Workmanship—Cutting ability (I.E. Straight lines are straight, No obvious stops and starts, etc.) Workmanship should reflect precision and an overall high skill in the execution of the design. Attention should be paid to detail, proper fit, cosmetics, and how the finish was applied.
- Finishing—Quality of finish, choice of finish, any drips obvious, etc. Finish should be durable and suit the piece cosmetically.
- Materials—Good choice for design, aesthetically pleasing to the eye, should reflect the proper use of different materials or species of wood for the way or place they are used in the overall piece. The pieces of wood should be sound so as not to affect the structural integrity of the piece. If plastic, metal, or any other materials are used, it should be to produce a desired cosmetic effect, add durability, or be simply a case where nothing else will work.

Many of the above items can be judged objectively, but as with any art form part of the criteria will be very subjective and will include many different interpretations depending on the individual judge.

- Overall appearance of item
- Intricacy of design attempted
- Difficulty of design attempted

A panel of judges will do judging. They will rank items within each Category/Division in 1st place thru 4th place. Their selections will be given a numerical value and totaled. Final placement will be determined by the result of this computation.

Judging Procedures:

Just prior to the start of actual judging, ask the judges to do a similar walk around the contest area. This walk around will familiarize them with the boundaries for each category-class, and will also give the judges a general overview of the projects entered into the contest. Make sure there is no question in the judge's minds about which projects included in each category-class.

If the judges have helped to divide each category into their groupings, then they have had an opportunity to look over the entries in general.

Hand out the clipboards containing the judging forms to each judge. Show them the sign on the back of the clipboard and explain that they should use that to avoid conversations with the general public while they are judging. The sign is on the web site "JudgingSign". Any violators of talking to the judges may be disqualified from the contest.

Explain that they may talk to each other as much as they want while judging, but when it comes down to filling out their judging sheet, they should each make their own decisions.

As each grouping is judged, they should turn in their completed sheets to the Contest coordinator. Each judge must initial or sign each of their judging sheets as they are turned in. In case there is a problem reading their numbers, or a mistaken number of a project, you will know which judge to go back to in order to get the mistake fixed. The contest coordinator takes each sheet from each judge and when a grouping is finished being judged by all of the judges proceeds to score him or her.

Scoring:

Taking the first judging sheet write down the project picked for first place and give it a score of 4, the project picked for second place gets a score of 3, the project picked for third place gets a score of 2, and the project picked for fourth place gets a score of 1. Then take the second judges sheet and do the same. If both judges pick the same project then add the score each received. Do the same for the third judge.

At the end of this process, you should have a list of projects with their scores. The highest total gets a first place ribbon, the next highest gets a second place ribbon, the third highest gets a third place ribbon, and the fourth highest gets a fourth place ribbon. Any

other projects that received a score, but not a ribbon get an Award of Merit. Ribbons may be placed on the projects at this time.

Award of Merits may be distributed as the printing is finished on them. To determine the name of the Award of Merit winners, you will have to search thru the entry forms to find out who entered that particular project. As you are doing this search, also find the names of the people who won a ribbon. Start a list of these winners, including the Award of Merit winners.

In the case of a tie, identify each of the projects whose score was identical. At an appropriate break in the judging ask the judges to come back to the previous group to break the tie. I indicate to the judges the two projects that have tied, tell them what the winner of the tiebreak will receive and wait for their decision. They can do this by a consensus of the judges, majority rules. Once their decision is made, the tie is broken and the appropriate ribbon or award of merit is determined. Mark on your list of winners which position each project finished in.

As each group is finished, gather up the first place winners and move it to another table. You can use the entry table if no other is available. Group the three basic winners together, the intermediate winners together, and the complex winners together. It may not be possible to move some of the larger, more complex projects. Don't worry about it. You just have to be sure that it is clear to the judges which projects are involved in this next round of judging.

Round 2 of judging:

Once all of the groups have been judged, and those winners determined, you are ready for the second round of judging. Ask the judges to look at the three basic winners and determine the Best of Basic winner. They should fill out their sheet and sign it and turn it in for our records. Most usually this is done by a consensus of the judges, but I still ask them to fill out the sheet for our records.

Start another page of your record of winners to mark the winners of the Best in Category. The contest coordinator should only see this sheet. These results are to be kept a secret until winners are announced.

Round 3 of judging:

Once all three Best In category winners have been determined. Indicate to the judges the three projects in consideration for Best In Show. They have a final sheet to fill out with that winning project number. Try not to indicate to any of the public watching which are your three Best In category winners. Once the Best In Show winner has been determined, the bulk of the judge's job is done.

Scrollers' Choice Award:

Ballots for the Scrollers' Choice Award are not to be handed out until after all projects have reached the Contest Display area. Each of the people viewing the contest area should be asked to participate in this award by giving them a ballot and asking them to fill it out and deposit it in the Scrollers' Choice box. Additionally, each person receiving a ballot should have his or her hand marked so that only one ballot per person is distributed. You can mark their hands either with a marker or a hand stamp, whichever you prefer.

Approximately ½ hour prior to making the announcement of winners, balloting for the Scrollers' Choice will stop. At that time, the workers need to start counting the ballots and determining which project will win the Scrollers' Choice Award. This counting can begin prior to that time, but at the deadline, the box is no longer available for depositing more votes. Make sure that announcements are made about this voting throughout the day and reminders of the close of voting prior to the deadline. Whichever project gets the most votes – wins this award.

Record Keeping:

At the conclusion of all of the above, you know which projects have won which awards, but you have not yet determined who entered those projects. This can be determined by going back thru the entry forms and finding the entry form for the winning projects. Once an entry has been found, record the name and address of the person entering that project on your list of winners. Set up your list of winners in such a manner that making the announcements of winners can be done from the list. This list is also what will be used in reporting the winners back to Sawdust if desired

Awards:

Ribbons will be placed with all winning entries after judging has been finished with the exception of the Best In Show Ribbon. That winner will be announced. Winners should be available for prize presentation and photographs. Entries may not be removed from the Contest area until completed.

Ribbons:

Large Blue Rosette—Best In Show

- One (1) TR 108 Blue

Large multicolored Pastel Rosette—Scrollers' Choice

- One (1) TR 144 Hot Pink with Sunglo

Best Youth Scroller

Best in Class Basic

Best in Class Intermediate

Best in Class Complex

- Four (4) TR 101 Solid Red Gold Edge

First thru fourth place ribbons on projects for each Class-Division (Fretwork, Intarsia, Open, and Shadow Art) (Basic, Intermediate, and Complex) (2 Sets for the Youth Scroller Class)

- Fourteen (14) Stock Ribbon 1st
- Fourteen (14) Stock Ribbon 2nd
- Fourteen (14) Stock Ribbon 3rd
- Fourteen (14) Stock Ribbon 4th

Place the 1st thru 4th ribbons on the projects, as those winners are determined. Do not place rosettes on projects. Give Rosette Ribbons out as winners are announced.

SAW EXPO Scrollers:

- Fourth place Class and Youth winners will receive Fourth Place ribbon
- Third place Class and Youth winners will receive Third Place ribbon
- Second place Class and Youth winners will receive Second Place ribbon
- First place Class and Youth winners will receive First Place ribbon
- Best In Class winners will receive a Rosette Ribbon
- Best In Show winner will receive a large Rosette Ribbon
- Scrollers' Choice Award winner will receive a large Rosette Ribbon
- Best Youth Scroller will receive a large Rosette Ribbon
- Additional prizes may be added to this prize list. Please check individual picnic web sites for more information on prizes.

Scrollers' Choice Award

At each event where a SAW sponsored Scrollsaw Contest is held, an award is given out for the Scrollers' Choice. Everyone attending the day of the event becomes a judge and casts a vote for their choice for the best project entered in the contest. Only one vote per person is allowed. Scrollers' Choice judges mark the number of their choice for the winning project onto their ballot and deposit it into the Scrollers' Choice voting box. The project that receives the highest number of votes wins the prestigious Scrollers' Choice Award. The Youth division is eligible to win this award.

Award of Merit

Each of these judges marks their choice for 1st thru 4th place on their judge's sheet. These votes are then scored to determine the actual 1st through 4th place winners. It is a rare circumstance when all three judges agree completely on the best 4 projects within a category. The Award of Merit was started to honor those projects that received at least one vote from one of the three judges, but did not score high enough to earn a ribbon. The prize for this honor is a certificate, which names the project being honored and the person

who created the project. These awards may be handed out on the day of the contest or mailed to the recipient within a week after the event.

The Youth division is eligible to win this award.

These awards have come to be as highly prized as any of the ribbons given out during the contest.

Youth Division Awards

There will be 2 classes of the Junior division, 12 and under are Pre-Teen, and then 13-17 are the Juniors.

Any scroller aged 17 and under may enter as many projects as they want into the Scrollsaw Contest with no entry fee. Our hope has always been that by eliminating the entry fee for Jr. Scrollers' and by offering this special prize that younger people would be encouraged to enter something into the contest. If you know of a young person who scrolls, encourage them to enter a project or two into any contest that they can get to. This is the future of our craft, encouraging and teaching more young people to participate in it.

All of the Pre-Teen projects will be placed in a single group and judged for 1st through 4th places.

All of the Junior projects will be placed in a single group and judged for 1st through 4th places.

The two first place winners will be judged for a " Best Youth " award.

These projects are eligible for the Scrollers' Choice award.

Question:

Q: May I enter the same item at more than one picnic?

A: Yes - except for the items that have previously won a Best In Show ribbon.

Q: Do you have to be a member of SAW to enter?

A: No - We welcome any and all scrollers to enter the contest and to take part in the Scrollers' Choice Award balloting.

Q: Can everyone enter the Contest:

A: No. Judges may not enter the contest they are judging. Contest workers may not enter the Contest they are working at. Other than that, everyone else may enter.

Q: Do you have to physically attend the event in order to enter the Contest?

A: As of 2003, Yes, you must bring your own projects to enter them at a picnic.

Q: What exactly are the judges looking for as they judge?

A: Judging can be very subjective, but they try to be as objective as possible. First of all they look at how the piece was cut. Are straight lines straight, are curves smooth, are corners turned well? Have all of the "fuzzies" been sanded off? Is the finish smooth and even (no drips)? Are glue joints done well without squeeze out of glue? Is the project mounted or framed appropriately? Is the choice of wood appropriate for the project? The actual choice of design does not enter into the judging except in the placement of whether this is a basic, intermediate or complex design.

Q: Do you examine all of the pieces in the contest and then go back and start judging?

A: the judges examine all of the projects entered into a category as a group, for example Fretwork Basic. Then the judges split apart and make their votes for the 1st through 4th ribbons. Those 3 sheets are then given to the contest group to determine the winner. Each project selected by a judge is listed. If a judge selected the project for a 1st place - 4 points are given to the project; 2nd place earns 3 points; 3rd place 2 points; and 4th place one point. Points are added up then and the project with the most points is awarded the first place ribbon, second highest is awarded the second place ribbon, and so on. All projects that were selected by a judge, but were not awarded a ribbon receive an Award of Merit.

If you have other questions that are not addressed here, please send a note to [SAW](#) with your question. You will receive an immediate reply and may see your question added to this list for other scrollers.

Announcing Winners:

From your winners list, you have all of the information needed to announce the winners. At the time of the announcement, hand out the rosette ribbons to these winners. Have enough information in your winners list to be able to tell people who won, where they are from (state is usually sufficient), what their project was and what category/group it was in.

If there is sufficient time, announce all of the ribbon and award of merit winners too. This will give them some public recognition of their excellent work. It is not necessary for these people to come forward now though.

The order of announcing winners is not critical. This is the order I would suggest, but you may change the order if you so desire.

Best in Category winners
Youth Scroller Award
Scrollers' Choice
Best In Show

Ask each of the winners to come forward to receive their ribbons and prizes. Give the crowd an opportunity to applaud their achievement.

Once all of the winners have been announced and have received their ribbons, ask each of them to return to the contest area for pictures. You can also announce to the crowd the time when their projects will be released. Remind them to have their receipt ready to be checked as the contest workers will be randomly checking receipts to be sure that the right person is taking the right project. Another individual can pick up a project for a person, but they should have the correct receipt for it.

Pictures:

You can get a picture of each winner with their project and their ribbons. It is nice if you can get a picture of all the winners with their projects and ribbons. When taking the pictures, try to find a nice backdrop behind the person and their project. A wall will work nicely. These pictures are better than ones taken with a table and risers behind them.

It would also be nice if a picture can be taken of each individual project entered in the contest. This is only possible if someone has access to a digital camera. If you attempt this, try to get as close to each individual project as you can. These make for much better pictures than a picture of an entire table stuffed with projects.

Reporting:

A copy of the winners lists pages and pictures may be sent through email or regular mail. It would be helpful if pictures were of at least 300 dpi resolutions. Send this information to the Sawdust editor if you would like to have it in issues of Sawdust

The information and pictures can also be sent to SAW Webmaster for inclusion on the web page.