

## Instructions for Filling Out the List of Entries Form and the Tray Slips

### General Information:

Remember competing is FUN and a great way to enjoy your buttons. You are limited to ten (10) entries. The List of Entries Form and four Tray Slips are published in every Winter bulletin. Feel free to make additional copies as needed. Your name CANNOT appear anywhere, front or back, on your Entry (tray or sleeve) or Tray Slip. If it does the tray CANNOT be judged! Tray Slips are \$ 1.00 each and you should bring the exact amount when you check in. If you have any questions just ask!

**List of Entries Form:** Please have your List of Entries form filled out when you arrive at Check-In.

Leave the ENTRANT NO. blank. (*This number will be assigned at Tray Check-In.*)

Use one line for each award being entered.

Fill in AWARD NO. / DIVISION / CLASSIFICATION NO. / SIZE exactly as listed in the Bulletin.

Abbreviate the Description as needed.

Answer the three questions with a clear " X " in the Yes or No boxes.

If someone other than yourself will deliver / pick up your trays, clearly print that individual's name.

Print your name / sign and fill in your information (address, telephone and email) and date.

DO NOT FILL IN ANYTHING ELSE ON THE LIST OF ENTRIES FORM.

**Tray Slips:** Please have your Tray Slips filled out and exact amount monies ready when you arrive at Check-In.

Circle your NOVICE / REGULAR / JUNIOR status.

Leave the ENTRANT NO. blank (*This number will be assigned at Tray Check-In.*)

Print the Award Number in the AWARD NO. box.

Fill in AWARD NO. / CLASSIFICATION NO. / SIZE exactly as listed in the Bulletin. Abbreviate the Description as needed.

Tape Tray Slip to top right corner of tray or sleeve.

Your name CANNOT appear anywhere on your Entry or Tray Slip (front or back). If it does the tray CANNOT be judged.

DO NOT FILL IN ANYTHING ELSE ON THE TRAY SLIPS.