



AMERICAN
ADVERTISING
AWARDS

Forwarding Instructions for Local Clubs

All District Entries Must be Received No Later Than Friday, March 3, 2017

Forwarding Fees: \$20 for students; \$80 for professionals

SEND US ALL OF YOUR GOLD & SILVER WINNERS:

Please ship us all of your Gold and Silver winning entries. We will reach out to your Silver winners to pay the forwarding

fee if they want their entry to be judged at the District level. They will pay the District directly to make the process easier on you and your club.

HERE'S HOW TO SEND YOUR ENTRIES AND PAYMENT TO DISTRICT. FOLLOW THESE INSTRUCTIONS CAREFULLY:

1. All Gold winners are automatically forwarded in the system.
2. For your Silver winners, you don't need to do anything in the online system. Just ship the entries to us labeled clearly in their envelopes/bags and we'll take care of the rest.
3. Please ship your Gold and Silver entries in separate boxes. You can find a checklist of the entries you should forward in the online system. Click on your competition and then on Forwarding Manager. The "View Forwarded" list should be your Gold winners. The "View Pending" list should be your Silver winners.
4. All Gold winners must be forwarded and paid for by your club. The forwarding fee is \$80 per entry. Please include a check for the forwarding fees along with your shipment. You can download a summary of Gold winners that should match your total check amount by clicking on your competition, then on Forwarding Manager, then Download Summary. Make sure each of your forwarded entries are labeled clearly in their envelopes/bags.
5. If the entries listed in "View Forwarded" and/or "Download Summary" under the Forwarding Manager are incorrect, there was likely a problem in the way your competition was set up.
6. Ship the payment and entries to: Mark Farrar, 220 Farrar Rd., Shelbyville, TN 37160

QUESTIONS?

Mark Farrar • 615-469-4040 • mark@aafnashville.com

Michele Massey • 205-345-2718 • michele@tuckermasseymarketing.net