Your entry details – General Information

Full name of school: ……

Title of entry:

……

Type of project entered:

Magazine   **Newspaper**

Newsletter   **Online edition (eg PDF)**

Website   **Podcast**

(*circle as appropriate)

How many issues of the publication are produced each year? ………………………………………………………………………

How many copies of the magazine/newsletter are printed per issue?……

How many pupils are in the publication team? ………………………………………………………………………………………………

Please list the names and ages of the publication team (append a separate sheet if necessary):

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IMPORTANT – *Please ensure that a good quality JPEG photo (at 300dpi), of your complete Publication Team, with a list of names, is submitted with your entry to the Shine Awards office.*

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Email: info@shineschoolmediaawards.com   Web: www.shine-schoolawards.org

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The Stationers' Foundation

Entry Form - contact details and declaration

- Please print in BLOCK CAPITALS and write neatly and clearly
- Complete all general information sections of the entry form and provide as much detailed information as possible in the categories you are entering.
- Tell us about the members of the team who have written and produced it.
- You must enter one or more category, but all entries will be eligible for other prizes awarded at the judges' discretion
- This school publication project must be pupil-led but a teacher will need to sign and date the entry form.
- Although it is not compulsory, we encourage you to enter the ' Community and Environmental Initiative Category'

Full name of school: ………

Head Teacher's name: ……

Main Telephone No.: ………

Website: ……

Address: ………

Town/City: ……

County: ……………………………………………………………………………………… Postcode: ……………………………………………………

Email address: ……

I confirm that the copyright of all text, images, photographs and audio-visual used in our publication has been checked and clearly acknowledged if from outside sources.
(Please refer to full information regarding the CLA Schools' Licence on the Shine School Media Awards website.)

Signed (Project Teacher): ………

Name (PLEASE PRINT): ……

I agree to the terms and conditions of entry to the Shine 2019 School Media Awards and confirm parental consent for the use of photographs on all Shine reports and publicity.

Signed (Project Teacher): ………

Name (PLEASE PRINT): ……

Date: ………………………………………………………………………

Visit **www.shine-schoolawards.org** for full details and conditions of entry.

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IMPORTANT

Please tick the Award Categories that you are entering

- Best Illustration and Artwork

- Best Print and Design

- Best Cartoon

- Best Marketing Strategy

- Best Community and Environmental Initiative

- Best Photograph

- Best Stand-Alone Piece

- Editor of the year

- Most Inspirational Teacher

- The Shine Scholar : Most Outstanding Pupil

- Best Podcast

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Best Illustration and Artwork

Name (PLEASE PRINT): ....

Details of entry – publication title: ....

Full name of school: ....

Specify one drawing, illustration, painting, wood/lino-cut, etching or other illustrative process (including digital) that defines your publication, or of which you are particularly proud:

Title of Illustration: ....

Page No.: .... Type of Illustration: ....

Name of pupil: .... Age: ....

Original size of illustration (mm): ....

Describe your origination techniques and any special effects used for your artwork or illustration with the process used *(pen, pencil, charcoal, pastels, watercolours, oils, acrylics, linocut, woodcut, screen print etc.)*

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Was your artwork scanned or photographed for reproduction?..

If the artwork or illustration was originated digitally, please explain your process and specify the software packages used e.g. *Adobe Illustrator, Adobe Photoshop*:

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IMPORTANT – *Please ensure that good quality JPEGs (at 300dpi if poss) of your artwork or illustration and a photograph of the artist are submitted with your entry to the Shine Awards office.*
NOTE : You will find helpful supportive notes and tips for this category on the Shine website.

Best Print and Design

Details of entry – publication title: ……

Full name of school: ……

Who is the design leader? *(Name & age)*: …………………………………………………………………………………………………

Who are the design team members?

Names & ages: ………

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What outside influences inspired you creatively (optional):

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**IMPORTANT – *Please ensure that good quality JPEGs (at 300dpi if poss) of the design team
is submitted with your entry to the Shine Awards office.***
NOTE : You will find helpful supportive notes and tips for this category on the Shine website.

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Best Cartoon

Details of entry – publication title: ………

Full name of school: ………

Specify one cartoon or comic strip (including online) of which you are particularly proud:

Title of cartoon: ………

Page No.: ……………………

Name of pupil: …………………………………………………………………………………………………   Age: ………………………………………………

Original size of cartoon (mm): ………………………………………………………………………………………………………

Describe your origination techniques and any special effects used for your cartoon, with the process used *(pen, pencil, charcoal, pastel, watercolour, etc.):*

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Was your artwork scanned or photographed for reproduction?: ……………………………………………………………………………

If the cartoon or comic strip was originated digitally, please explain your process.

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IMPORTANT – Guidelines and advice for creating original comic and cartoon artwork are available on the Shine School Media Awards website. *Please ensure that good quality JPEG photos (or scans at 300dpi), of your cartoon entry and a photograph of the artist are submitted with your entry to the Shine School Media Awards office.*

Best Marketing Strategy

Publication title: ………

Full name of school: ……

Marketing Strategy. If you would like to be considered for this award, please answer the following questions:

Who is the audience and what is the main objective of your publication? (e.g. to provide a monthly news forum for your school, funded by external sponsors and read by pupils in all years.)

……

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What is the print run (if appropriate)?
……

How is the publication distributed?

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How is your publication funded and how much does it cost to produce? *(e.g. by its cover price, advertising revenue, or sponsorship. How much did you raise from each source?)*

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Do you have a promotional strategy, ie how do you encourage readers to come back again?

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IMPORTANT – *Please ensure that a good quality JPEG photo (at 300 dpi) of your Best Marketing Strategy Team is submitted with your entry to the Shine Awards office, together with names from left to right.*

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Best Community and Environmental Initiative

Details of entry – publication title: ………

Full name of school: ……

How do you get the community involved in your publication? This may be the school community or the local or wider community.

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………

Re: Environment
How did you evaluate the most environmentally-friendly production method for the publication?

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If paper was used for your publication what factors did you take into account when choosing it?

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If you chose a printed publication – what are the benefits to your readers?

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What do you do with surplus copies of your printed publication and why?

………

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IMPORTANT – *Please ensure that a good quality JPEG photo (at 300dpi) of your Best Community Initiative Team is submitted with your entry to the Shine Awards office together with a list of names from left to right.*

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Best Photograph

Details of entry – publication title: …………………………………………………………..……………………………………………………

Full name of school: ………

Specify one photograph of which you are particularly proud:

Title of photograph: ………

Name of pupil: …………………………………………………………………………………… Age: ………………………………………

Is the photograph Monochrome or Colour?: ………………………………………………..… Page No: ………………………

Location: ……………………………………………… Time: ………………………… Lighting conditions: ………………………………………………

Camera/phone make: ………………………………………… Model: ………………………

Have you used software to manipulate or enhance your photograph and if so, please explain your process, reason and specify the software package used:

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If the photograph is of a person, did you obtain a signed consent from that person (or guardian, if a minor) for the photograph to be used in your publication?

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IMPORTANT – *Please ensure that a good quality JPEG photo (at 300dpi) of your entry and a photograph of the photographer are submitted with your entry to the Shine School Media Awards office. – NOTE: Please refer to the Shine website for helpful Hints and Tips for taking your photographs.*

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Best Stand-Alone Piece

Details of entry – publication title: ………

Full name of school: ………

Please identify one article for consideration which is particularly representative of the magazine/ publication and of which you are particularly proud:

Title of article: ………

Author(s): ……

Age(s): ………

Page number: ………..…………………

IMPORTANT – *Please ensure that good quality JPEGs of your Feature Article (at300dpi) and a photo of the author of the article are sent with your entry to the Shine School Media Awards office.*

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Editor of the year

Details of entry – publication title: ……

Full name of school: ……

Who is the Editor?

Name & age: ……

Who are the editorial team members?

Names & ages: ………

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What was the main focus of the content of the publication?
Leadership and focus: Tell us about the Editor and how they made a difference to the project
whether it be from a content, personnel or leadership perspective

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IMPORTANT – *Please ensure that a good quality JPEG photo of your Editor is submitted with your entry to the Shine Awards office. Please give the names of those in the photo from left to right.*

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Most Inspirational Teacher

Full name of school: ………

- The teacher must be nominated by the publication team.
- This citation should be signed by the Editor-in-Chief (pupil) and endorsed by the Head Teacher

Name of teacher nominated by pupil(s) for this special award - (BLOCK LETTERS PLEASE)

…….…………

Department: ……

Please tell us in no more than 150 words why this teacher should win an award (attach comments if required):

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Signed Editor-in-Chief (pupil): ……

Name (BLOCK CAPITALS): ……

Signed (Head Teacher): ……

Name (BLOCK CAPITALS): ……………………………………………………………………… Date ………………………………………

IMPORTANT – *Please ensure that a good quality JPEG photo (at 300dpi), of your Most Inspirational Teacher is submitted with your entry to the Shine School Media Awards office.*

The Stationers' Foundation

The Shine Scholar: Most Outstanding Pupil

Full name of school: ………

Name of pupil (BLOCK LETTERS): ………

Age: ………………………………………………………………… Year Group: …………………………………………………………………

Area of expertise: ……

Please tell us why this pupil should win an award (attach additional comments if required):

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Name (PLEASE PRINT): ……

Date: ………………………………………………………………………

IMPORTANT – *Please ensure that a good quality JPEG photo (at 300dpi), of your Most Outstanding Pupil is submitted with your entry to the Shine School Media Awards office.*

Best Podcast

Details of entry – podcast title: ………………………………………………………………………………………………………

Full name of school: ………

Who is in charge of the podcast team?

Name & age: ……

Who works on the podcast team?

Names & ages: ………

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What sort of feedback and response have you had to your podcast (optional):

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IMPORTANT – *Please ensure that a good quality JPEG photo of your podcast leader and the podcast team is submitted with your entry to the Shine Awards office. Please give the names of those in the photo from left to right.*

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Entry Form Checklist

Please ensure that the name of your school is in the front cover design of your publication.

All entries must include the

- The names of those who gave specialist help, if any

- Name and address of the printers (if not printed in-house)

- JPEG images (at 300dpi)* of the Front Cover of your publication

- Six copies of your school's publication (Online printout)

- A JPEG image of your Team (at 300dpi), with a list of names

- A JPEG image (300dpi) of the Best Feature Article (if entered)

- A JPEG image (300dpi) of the author of the Best Feature Article

- A JPEG image* of your Shine Scholar nomination

- A JPEG image* of your Most Inspirational Teacher nomination

- Confirmation of parental consent for use of photographs

  on all Shine reports and publicity

- Copyright Statement for content, photographs, audio-visual

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The Stationers' Foundation

Conditions of Entry

1. The Shine 2019 School Media Awards are managed by The Stationers' Foundation, the educational and charity arm of The Worshipful Company of Stationers and Newspaper Makers, The Stationers' Foundation, The Stationers Company, Stationers' Hall, Ave Maria Lane, London EC4M 7DD - Tel: 0207 246 0998 - Fax: 0207 489 1975 – Website: www.stationers.org Shine Awards E-mail: info@shineschoolmediaawards.com - Web: www.shine-schoolawards.org

2. The Competition is open to all secondary schools in England, Wales, Scotland, Northern Ireland and Eire.

3. One magazine, newspaper, newsletter or internet publication per school can be entered into the Competition. Where an internet publication replicates the print product, both offerings may be submitted as one entry.

4. SIX copies of the magazine, newspaper or newsletter must be provided when entering the Competition. If internet publications require a password or are otherwise protected, login details must be provided.

5. The closing date for entries is **Thursday 18th April, 2019.** All publications, login details and supporting material must be received by the organisers by this date.

6. Yearbooks are not eligible for the Competition.

7. The publication date of publications entered (including online) must be between June 2018 and April 2019.

8. The publication must be a finished product (i.e. printed/high-quality photocopy) and not a concept. Note: if the publication is due to be printed after the closing date, the judges will be pleased to accept photocopies/proofs of the publication in the final stages of production.

9. The format of print entries must be that of a magazine, newspaper, newsletter or booklet and can be stapled, wire-stitched or perfect-bound; they should be A6, A5, A4, A3 or tabloid.

10. Ideally, the publication entered should be between 16 and 96 pages but a minimum of eight pages will be accepted.

11. All rights remain with the entrants and the entering school but winning and shortlisted entries maybe displayed at the awards ceremony and on the Shine 2019 and supporting partners' websites and may be used for future promotional purposes; and as conditions of entry to the Competition and/or acceptance of any award a licence is granted to The Stationers' Foundation for these purposes.

12. Judging will take place shortly after the closing date. The judges' decisions are final and no judge will enter into conversation or correspondence about decisions that have been made.

13. Shortlisted entries will be informed by post and/or email.

14. Descriptions of the winner's submissions and those on the shortlist will be published in connection with the Competition for promotional purposes and news reporting.

15. The Stationers' Foundation reserves the right to disqualify any entry that shows evidence of plagiarism.

16. Entrants must pay due regard to copyright law, clearance and related issues and in particular, the provisions of the Copyright, Designs and Patents Act 1988. The publishing industry takes plagiarism very seriously (for helpful information on copyright to assist you with your entry see www.shineschoolawards.org/copyright-advice). You must not include or in any way use any copyright material owned by third parties (including words, photographs, graphics, illustrations, audio and video etc.) without appropriate permissions. The sources and/or owners of third party copyright material used with permission must be clearly stated. Any un-credited material will be viewed by the judges as plagiarism and the entry concerned may be disqualified. A list of sources must be provided on a separate sheet of paper and must accompany your entry.

17. Persons completing entries commit that they are authorised to do so on behalf of the entering school.

18. It is a condition of entry to the Competition that schools have received appropriate permissions from the parents or guardians of children.

19. These terms and conditions are governed by and shall be interpreted in accordance with English Law. The place of the Competition and event is London. Any disputes arising in relation to the interpretation of these terms and conditions or in relation to any agreement of which these terms and conditions form part, which cannot be settled amicably, shall be subject to the exclusive jurisdiction of the English Courts.

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