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## REMINDER NOTES

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1. **Read the rules & instructions** – You are responsible to follow ALL rules and instructions.
2. **Separate categories for English & Spanish** – 1-43 English; 51-75 Spanish
3. **Entry Form:** Please use Upper and Lower Case when filling out your entry form and membership application. The name you use on your membership application will show on your entry forms.
4. **Producer** – **See Glossary of Terms**
5. **In the event** that the number of entries in a category falls below a range of four (4) to nine (9), Chapters have the option of eliminating or merging the category with another. If a category is merged, entrants would have the option of dropping out of the competition and receiving a refund of their entry fees.
6. **Entry Quota:** There is a maximum quota of 12 eligible names allowed per entry without further written permission. Any additional names will require a written request from the primary entrant detailing how the additional entrants specifically contributed to the Emmy®-worthiness of the entry. If approved, ALL entrants in the entry will be charged a \$25 processing fee.
7. **Judging Requirement:** By entering, all entrants agree to be peer judges for categories submitted from other NATAS chapters. Members who do not judge within a 24-month period will forfeit their member discount and will be required to pay the full non-member Emmy® entry fee for each entry they submit until they serve as a judge.
8. **Video Upload:** The person filling out the entry form is responsible for the video upload.

9. **Deadline:** A \$25 processing fee will be added to all fees not paid by the end of the grace period.
10. **Montages:** No Montages are allowed. Segments must be separated by one to two seconds of black.
11. **Composites:** Entry form now requires (Title, Air Date, & TRT) for all composites. Must be edited into one entry with two seconds of black between segments. (MAXIMUM SEGMENTS FIVE)
12. **Double-Dipping:** No single entry may be submitted in its entirety in more than one programming category. An entrant cannot enter the same content in more than one category.
13. **Appropriate Categories For Content:** Content must be entered in appropriate categories. For instance, an investigative report cannot be entered in the Lifestyle category, nor can a sports report be entered in Arts and Entertainment. The Awards Committee has the authority to disqualify or move an entry submitted in an inappropriate category.
14. **Category Changes:** You may change the category of an entry until Friday, January 28, 2022. There is a \$25 processing fee.
15. **Refunds:** All Refunds are subject to a \$25 processing fee.
16. **Video Uploads:** If your video does not upload on the first try you must logout and click the "Clear Session" button on the login screen.
17. **Paying Fees:** Address may default to your station address, you need to change it to your Credit Card billing address.

**Need help / Questions:** [darryl@emmysf.tv](mailto:darryl@emmysf.tv) 650-341-7786

Updated: 11/30/22