

WISCONSIN AREA CAMERA CLUBS ORGANIZATION

February 7, 2004 Meeting Minutes

The delegates meeting was called to order at 9:15 a.m. on Saturday, February 7, at UW-Waukesha.

Dues. WACCO must receive dues for 2004 by April 3 for members of WACCO's clubs to participate in the April 3 competition. The idea of optional multi-year payments was briefly discussed, possibly with a discount given.

Competition. F-Stop Camera Club, the host for the April 3 competition, may need some additional people to help run the event. Special categories this time are Weather (General category) and Wildflowers (Nature). Competition Chairman Jeff Klug asked clubs to volunteer to host the Fall 2004 and Spring 2005 events.

TV Opportunity. Some of the Weather-related images will be selected to submit to TV-6 Weatherman Vince Condella for possible showing on his news segment. Clarence Miller set up this opportunity and Jeff Tamms will continue as liaison.

Wisconsin Print Circuit. Eight clubs have been participating in the Wisconsin Print Circuit, which includes two rounds a year. Because Riverside and Menomonee Falls clubs are interested in joining, the event would need to become a single round a year to circulate the prints to all the participating clubs. The Circuit is a loose coalition of clubs with a director. At present, non-WACCO clubs may participate. A motion was passed to have the Competition Committee evaluate whether WACCO should consider taking over the Circuit.

Fall Seminar Status. Bob Schaap reported that Laurie Braun has nothing planned for a fall seminar speaker, nor does she plan to arrange for a speaker. Delegates suggested substitute ideas including a lesser-known speaker, speakers from Chicago or local speakers.

Publicity on Photo Pictorialists' 100th. Lynne Rieger reported on the success that Photo Pictorialists is having on publicity for the club's Centennial Year traveling exhibit, which is making stops this year in metropolitan area libraries, banks, Milwaukee's City Hall and other buildings. So far two community newspapers have run lengthy features on the club and members who reside in the newspaper's circulation area. Former Photo Pictorialists members were invited to add photos to the exhibit.

Membership. Gerry Emmerich said that WACCO membership materials had been seen to the Sheboygan Camera Club after he met a club member at the Andre Gallant seminar.

February 7, 2004 Minutes

Wisconsin Circuit International Exhibitions of Photography. Jeff Tams said the competition closes on March 21. Judging would be March 27-31 (Fox Valley and WACCO) and May 1-5 (Image Makers and Unlimited Vision). He noted that some medals are set aside just for Wisconsin makers. The special color slide category is Kids, Pets, Fun.

Digital Projector. A committee of Gerry Emmerich, Jeff Tams and Lynne Rieger studied whether WACCO should be a digital projector and recommended because of dropping costs and rapidly changing technology that WACCO not purchase but rather rent from individual club members who own one. A motion was passed that WACCO will pay a rental fee of \$10 per hour to members who let WACCO use their digital projector.

Digital Comment. Gerry Emmerich reported that July's SYMCCC weekend will introduce a "Projected Image" category in the Photo Contest. The new category will include both slide and digital images; awards will be given in the same proportion as submissions.

Digital Forum. Lynne Rieger reported that the monthly Digital Forum continues to nearly pack the room at US Bank in Butler. Thus, a second location may be needed -- perhaps at UW-Waukesha. This additional forum would be held on a different night of the week (the Digital Forum meets on the third Wednesday of the month). Jack Worthen communicated to Lynne that he is interested in sharing her handouts and other materials in his region. Renee Skiba, of F-Stop Camera Club, will create a digital discussion group on the Internet. Lynne said that PSA has an Electronic Imaging Division Q&A section that others may access.

Not Just Numbers. It was suggested WACCO consider offering critiques to photographers, possibly in a separate room during WACCO competitions. Judy Ollech said members of Focal Point Camera Club would like more feedback than just scores.

Kathy Braun encouraged delegates to talk up attendance at the September 6-11 PSA convention, which is being held nearby this year -- in the Minneapolis area. Gerry Emmerich said one of the highlights would be photo tours to a game farm with top-notch animals available.

After the meeting adjourned, Al Christensen brought in images from the WACCO/CACCA competition.

Kathy Werlein

WISCONSIN AREA CAMERA CLUBS ORGANIZATION

April 3, 2004 Meeting Minutes

NOTE: CHANGE TO CLUB ROSTER:

*Terry Jakubaitis
W331 S3342 Hawthorne Hollow
Dousman, WI 53118-9792
262-751-7963*

The delegates meeting was called to order at 9:15 a.m. on Saturday, April 3, at UW-Waukesha.

Dues. Three clubs have not yet paid.

Fall Seminar. It was agreed that Grand Junction, Colorado, nature photographers Joe and Bonnie Lange would put on the fall seminar, on November 20. They would come for a total cost of \$1,000.

Competition Committee. Committee Chairman Jeff Klug said the fall competition needs a host club. F-Stop is hosting today's spring competition.

Images for Weather TV Show. Channel 6's weatherman Vice Condella would be showing winning WACCO weather images on his show later this month, said Jeff Tamms.

Digital. Lynne Rieger announced that she would be teaching a non-credit class on Photoshop Elements this fall at UW-Waukesha. The Digital Forum would resume this fall.

PSA Annual Convention. Kathy Braun discussed the PSA annual convention, which will be held September 5-11 in Minneapolis.

Wisconsin Print Circuit. A resolution was passed to bring the Wisconsin Print Circuit into WACCO, but let it stand on its own to run by its own rules.

Recognition Awards. Appreciation awards were given to Sheila Hall for her work as Vice President and Chairman of the Competition Committee; Jeff Klug as Treasurer and Lynne Rieger as Secretary.

Kathy Werlein
Secretary

Saturday, April 3, 2004
Page 1

WAACO- All Accounts

CASH ON HAND

As of 4.3.04

Accounts	Balance
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Assets

Cash and Bank Accounts	
Money Market	6255.41
WAACO Checking	3776.78

Total Cash and Bank Accounts	<u>10032.19</u>
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Total Assets	<u>10032.19</u>
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Liabilities

Overall Total	<u>0.00</u>
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	<u><u>10032.19</u></u>
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Wisconsin Area Camera Clubs Organization



Spring 2004 COMPETITION

Hosted by F/Stop Camera Club

When: Saturday, April 3rd, 2004

Where: University of Wisconsin Waukesha

1500 University Drive

Waukesha, WI 53188-2799

Northview Hall Rm NO-55

Time: 11:30 AM - Competition in the Northview Hall Room NO-55

General Slide		Nature Slide		Small Print	
Weather	(W)	Wild Flower	(F)	Nature	(N)
		Open (All Others)	(O)	Open (all other)	(O)
Open (All Others)	(O)				
B & W Prints		Color Prints			
Nature	(N)	Nature	(N)		
Open (all others)	(O)	Open (all others)	(O)		



The letter in the parenthesis () indicates the code letter to be used on entry forms.

Complete form, detach & include with entry form(s), slides & check (payable to WACCO)

Name: _____ Phone: _____

Entry Fees:	\$4.00 for 1-4	General slides	\$ _____	
	\$4.00 for 1-4	Nature Slides	\$ _____	
	\$4.00 for 1-4	Black & White Prints.....	\$ _____	Total Enclosed
	\$4.00 for 1-4	Color Prints.....	\$ _____	
	\$4.00 for 1-4	Small prints.....	\$ _____	_____

Category Definitions

General Slide

Weather (W) A condition of the atmosphere with respect to heat or cold, wetness or dryness, calm or storm, clearness or cloudiness.

Open (O) There Are no restrictions as to the subject or type of image.

Nature Division

Wild Flower (F) Wild flowers are NOT cultivated. Cultivated flowers, such as roses and tulips are not eligible for competition in the category.

Entry Instructions

Prints may be delivered in person from 10:00 AM to 11:00 AM, April 3rd, and must be picked up after the judging. Reasonable care will be taken, but WACCO will not assume any liability for loss or damage. Slides will be returned by mail in their original containers.

Slides, entry forms for ALL divisions, and fees must be received by March 27, 2004.

Send to: WACCO Spring Competition
P.O. Box 26304
Milwaukee, WI 53226

For Questions call Jeffrey R. Klug (262) 628-1255

General Instructions

Entries must not have received an Honorable Mention or other award in any previous WACCO competition.

General Slide Category Class B

Just a reminder Class B is only in General Slide Category. Class B is for less experienced and first time exhibitors. WACCO encourages exhibitors to use this class, but the choice is up to the individual to decide on the Class to be entered.

Election of General Slide Class B will be made by placing a check mark by the Class to be entered (or use the letter "B" in the General Slide box on old card) on the Entry Form & Report Card (Any other mark will place the slides in Class A).

Each division entered requires its own entry form. Legibly fill in both the top and bottom portions of the entry form, and do not separate the two halves. (Entry forms are available from your delegates.)



WISCONSIN AREA CAMERA CLUBS ORGANIZATION

Post Office Box 26304
Milwaukee, WI 53226

Dear Board of Delegates Member:

The next meeting of the WACCO Board of Delegates will be held on:

Saturday, August 7, 2004, at 9:00 a.m.

The meeting will be held at:

NOTE LOCATION CHANGE

Northview Hall , Room No. 55
University of Wisconsin -- Waukesha
1500 University Dr.
Waukesha, WI 53188

See the maps if you are not familiar with the location. If you wish to have a motion or a discussion topic placed on the agenda, please write it in the form below and return it to me no later than Tuesday, August 3.

Bob Schaap,
President

I wish to place the following motion/discussion on the agenda:

Name: _____

Date: _____

Please return to: Bob Schaap
5075 N. 126th St
Butler, WI 53007

by Tuesday, August 3

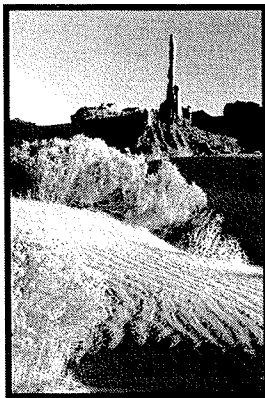
Wisconsin Area Camera Clubs Organization presents:

Joe and Bonnie Lange

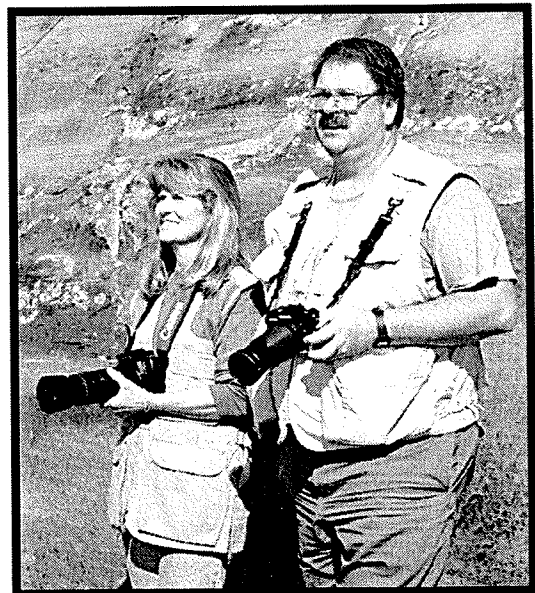
Saturday, November 20th 2004 9 AM to 3 PM
At the University of Wisconsin-Waukesha

Joe and Bonnie Lange of Grand Junction, Colorado have received high recognition for their nature photography. In 1995 they founded *Dramatic Light Nature Photography* and have led more than 250 workshops in the United States, Canada, Africa and Antarctica.

Joe received the coveted Charles A. Kinsley Award presented by Eastman Kodak to the most versatile nature photographer in the world six times. He is a Diamond Star exhibitor in International Nature Competitions and ranked first in PSA International Competitions in Nature Prints several times.



He has authored *How To Photograph Landscapes*, *Photographer's Guide to Yellowstone and the Grand Tetons*, and *Photographer's Guide to Grand Canyon and Northern Arizona*.



Joe and Bonnie will illustrate their techniques for Composition, Lighting, and Exposure, answer questions, have their books available, and show their "Images of Colorado," "The Falkland Islands," and photographs from the Southwest.

See their website: www.dramaticlightphoto.com

For further information see www.wisc-camera.org or call (262) 790-1917

Price for this one-day seminar is \$25

Make check payable to WACCO and send your reservation to:

Location map will be sent with tickets.

WACCO

P.O. Box 26304

Milwaukee, WI 53226

Name _____

Phone _____

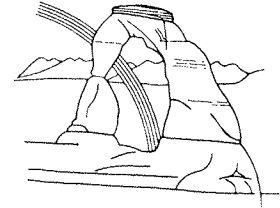
Address _____

Number of tickets _____

DRAMATIC LIGHT NATURE PHOTOGRAPHY

WORKSHOPS, CARDS AND STOCK PHOTOGRAPHY

Joseph K. Lange • Bonnie L. Lange



2292 SHIPROCK RD. • GRAND JUNCTION, CO 81503 • 1-800-20-PHOTO (74686) OR (970) 244-8855 • www.dramaticlightphoto.com

PROGRAMS BY BONNIE AND JOE LANGE, APSA

All programs are two projector with dissolve and stereo sound. We have all our own equipment including a 70" x 70" projection screen. The room in which the program is presented **MUST** be capable of being darkened. A short biography on the Langes for publicity and introduction, is included.

NATURE'S SYMPHONY

50 Minutes

* A program portraying Nature's many facets including Sunrises, Mountains, Oceans, Sand Dunes, Animals, Birds, Flowers, Patterns, Africa, Antarctica, Fall Color, and the Red Rock Country accompanied by Classical Music with no narration.

MOODS OF NATURE

35 Minutes

Beautiful music and nature's sounds are blended with moody scenes of the Arizona Desert, Anasazi Ruins, the Red Rock Country, Yellowstone, the Mountains, Waterfalls, Florida Shorebirds, the Rain Forest, and the Pacific Seashore.

SCENIC GEMS OF THE AMERICAN WEST #1

37 Minutes

Scenery and Wildlife from some of our favorite locations including Monument Valley, the Grand Tetons, Yosemite, the Oregon Coast, the Arizona Desert, Yellowstone, and Arches - all set to beautiful music.

SCENIC GEMS OF THE AMERICAN WEST #2

40 Minutes

More of our favorite scenic locations including White Sands, Bryce Canyon, Joshua Tree, the Maroon Bells, Petrified Forest, Grand Canyon, Death Valley, Glacier, and Canyonlands accompanied by stereo music.

AMERICA'S WILDLIFE HERITAGE

40 Minutes

A compilation of outstanding photographs from some of America's most prolific wildlife locations including southern Florida, the Rocky Mountains, Katmai National Park in Alaska, and Bosque del Apache NWR in New Mexico all set to classical music.

A DAY IN SOUTHWESTERN AFRICA

45 Minutes

* Some of the most remarkable scenic and wildlife locations on the African Continent are in Namibia and South Africa. With photographs from twelve safaris in this area, the Langes will show you the Namib Desert, the Kokerboom Forest, and Namaqualand as well as the remarkable wildlife of the Etosha National Park, the Addo Elephant Park, and the Kalahari Gemsbok National Park.

PLATEAU COUNTRY

49 Minutes

The Plateau Country of southern Utah, Northern Arizona, southwestern Colorado and northwestern New Mexico contains some of the most beautiful and colorful scenery in the United States. This popular program looks at the scenery and geology of the Four Corners area.

* *most highly recommended*

THE FALKLAND ISLANDS

40 Minutes

* The Falkland Islands is one of the most prolific wildlife locations left in the world. Located 400 miles east of the southern tip of South America, the Falklands boasts four species of penguins, elephant seals, sea lions, and a multitude of other birds including ducks, geese and hawks. All of these species are totally unafraid of man. The combination of outstanding wildlife, a scenic landscape, and a friendly population makes the Falklands an outstanding photographic destination.

THE ARCTIC - LAND OF THE POLAR BEAR

20 Minutes

The Polar Bear is one of the most beautiful and awesome creatures found in nature. Eight trips to the Arctic have supplied outstanding photographs of the landscape and wildlife of this desolate region and its King - the Polar Bear.

THE ARIZONA DESERT

20 Minutes

* The Sonoran Desert of southern Arizona, a stark landscape of barren volcanic mountain ranges, steep canyons and little water, is perhaps the most visually appealing desert in the world. The giant Saguaro Cactus, as well as smaller cactus and cholla, make interesting photographic subjects. The beauty of the Arizona Desert is enhanced by the blooming of annual wildflowers and cacti. When the desert blooms, it is a sight never to be forgotten.

IMAGES OF COLORADO

40 Minutes

* This program not only explores the outstanding scenic beauty, flowers, and wildlife of Colorado, but takes a pictorial look at its history - from the Anasazi ruins at Mesa Verde to the ghost town of the mining era to the modern architecture of present day Denver and the Air Force Academy Chapel.

WYOMING WONDERLANDS

35 Minutes

* This program takes a more detailed look at the remarkable scenery, flowers, and wildlife to be found in Yellowstone and Grand Teton National Parks. Numerous visits to northwestern Wyoming at all seasons of the year, have produced a wide variety of outstanding images.

THE NORTHERN ROCKIES

30 Minutes

The Northern Rockies of Montana, Alberta, and British Columbia contain some of the most spectacular mountain scenery in North America. This program looks at the landscapes, flowers and animals that are found in this beautiful area.

EXPLORING THE PACIFIC NORTHWEST

35 Minutes

The Pacific Northwest contains some of the most dramatic and varied scenery in the United States. The lofty peaks of the Cascade Range, John Day Fossil Beds, the Olympic Rain Forest, and the rugged coastline of Washington and Oregon are all featured in this program.

NAVAJOLAND - PAST AND PRESENT

30 Minutes

* Civilization in the Four Corners area has a long history. Its first inhabitants, the Anasazi, left pueblos, cliff dwellings, and rock art that are preserved at Mesa Verde, Hovenweep, Canyon de Chelly, and Chaco Canyon. The Navajo people now live in this beautiful land. The scenery includes Canyon de Chelly and Monument Valley, one of the most impressive landscapes in North America.

Delegates,

Please take the **Speaker/Judge** update forms to your next meeting along with our previous version for updating. Then please mail any additions or changes by May 10 to me.

Thanks,

Kathy Werlein
2706C S. Shore Dr.
Milwaukee, WI 5307

WISCONSIN AREA CAMERA CLUBS ORGANIZATION

August 7, 2004 Meeting Minutes

The delegates meeting was called to order at 9:10 a.m. on Saturday, August 7, at UW-Waukesha. The minutes of the previous meeting were approved.

Meeting Location. President Bob Schaap asked delegates where they preferred the two non-competition meetings (January and August) to be held, and their preference was for US Bank in Butler.

Speakers and Judges List. Vice President Terry Jakubaitis said that he and Secretary Kathy Werlein were working on an updated list. Sign-up sheets were given to delegates to circulate at their clubs.

Club Roster Update. Kathy Werlein gave out update forms for delegates to fill out as soon as possible and return to her for the annual update of the list. She asked that delegates pay particular attention to club websites and delegate e-mail addresses.

Treasurer's Report. Jeff Klug, past treasurer, is assuming treasurer duties after Bob Dineen resigned for personal reasons. Jeff will have a treasurer's report at the November meeting, and the annual audit will be done in November rather than in August this year.

November 6 Competition. Fox Valley will host the Fall competition in Northview Hall Rm. NO-55 at UW-Waukesha. Special categories are Tabletop for Color Slide and Birds for General Slide. Entry forms are available on the WACCO website. Committee Chairman Jeff Klug said his committee is exploring how to address the technical challenges in incorporating digital images in future competitions.

Images for Weather TV Show. Channel 6's weatherman Vince Condella showed winning WACCO images on his show. Because of the quality of images and user-friendly way WACCO submitted them (electronically), Vince told Jeff Tamms he would like to continue doing this after future competitions.

WACCO/CACCA Competition. A new coordinator is needed. The third annual challenge will be in late fall, and operating changes need to be made for the event because of differences in the way CACCA and WACCO typically run competitions.

November 20 Seminar. Flyers, created by Lynne Rieger, were distributed for the November 20 seminar at UW-Waukesha with Colorado-based nature photographers Joe and Bonnie Lange.

Website. Members provided input to Website administrator Jeff Tamms as to the sequence and type of information available on the site.

Digital Forum. Lynne Rieger said the Digital Forum would start up again in September. Tentative plans: 7 p.m. the third Wednesday of the month at UW-Waukesha, rather than at US Bank in Butler, whose room size limited attendance growth. Those on the east side of Milwaukee are encouraged to set up meetings in their area, if they don't wish to travel to Waukesha. She said she would like to have someone else lead Forum meetings. Lynne will be teaching a Photoshop class this fall at UW-Waukesha. Renee Skiba has set up an Internet discussion group.

Wisconsin Print Circuit. Phil Unterholzner will continue to organize the circuit, which will include only one round because of the increased number of participating clubs.

Publicity. Jeff Klug and Kathy Werlein will create a new WACCO brochure when individual clubs update their information after their September meetings.

Kathy Werlein
Secretary



WISCONSIN AREA CAMERA CLUBS ORGANIZATION
Post Office Box 26304
Milwaukee, WI 53226

Dear Board of Delegates Member:

The next meeting of the WACCO Board of Delegates will be held on:

Saturday, November 6, 2004, at 9 a.m.

The meeting will be held at:

University of Wisconsin -- Waukesha
1500 University Dr.
Waukesha, WI 53188

The meeting will be in Northview Hall Room No-55 and precede the Fall Competition. If you wish to have a motion or a discussion topic placed on the agenda, please write it in the form below and return it to me no later than Tuesday, October 26.

Bob Schaap,
President

I wish to place the following motion/discussion on the agenda:

Name: _____

Date: _____

Please return to: Bob Schaap
N48 W14562 Hampton Ave.
Menomonee Falls, WI 53051

by October 26, 2004

WISCONSIN AREA CAMERA CLUBS ORGANIZATION
November 6, 2004 Meeting Minutes

The meeting was called to order at 9:15 a.m. on November 6 and the minutes from the last meeting were approved.

President's Report. President Bob Schaap resigned, effective at the end of today's meeting. Vice President Terry Jakubaitis will become President.

Treasurer's Report. Delegates received a copy of the treasurer's report. WACCO has been paid from CACCA for the last WACCO/CACCA competition.

Competition Committee Report. This afternoon's competition will be hosted by Fox Valley and the spring competition will be hosted by Unlimited Visions. We are looking for judges; if you have any suggestions, please let Jeff Klug know. The spring location will change because of renovations at UW-Waukesha. We expect to add a digital division to the spring competition, with entries probably submitted on CDs. Delegates were asked to poll their clubs to see if members preferred dropping to one competition a year or keeping two competitions.

Nominations Committee Report. Terry Jakabaitis will create a committee. Elections will be held in the spring.

Joe and Bonnie Lange Seminar. The November 20 seminar at UW-Waukesha by Colorado nature photographers Joe and Bonnie Lange was well-attend and profitable, said Jeff Klug.

LightChase Photography Tours. Kathy Braun distributed information about LightChase Photography tours, organized by Mark Rasmussen and Al Havlicek of Illinois.

Digital Forum. Gerry Emmerich suggested that the Digital Forum send two people to WACCO meetings to provide input from forum participants. There will be no meeting in December. Because UW-Waukesha is undergoing renovations, the Forum will meet beginning in January at the US Bank in Butler, 132nd and Hampton (7 p.m. on the third Wednesday of the month).

International Salon Committee. Jeff Tamms said the closing date is March 6.

Annual WACCO/CACCA Competition. The delegates voted to not participate in this year's competition but would consider examining participation in the future. Last year there were about 20 WACCO and 40 CACCA participating photographers.

Three PSA-Sponsored Competitions. Jack Worthen asked delegates to pass out information regarding PSA competitions for member club bulletins, websites and images.

Next Meeting. The next WACCO meeting will be held at 9 a.m. on February 5 at US Bank in Butler, 132nd and Hampton.

Kathy Werlein, Secretary

Wisconsin Area Camera Clubs Organization



Fall 2004 COMPETITION

Hosted by Fox Valley Camera Club

When: **Saturday, November 6, 2004**

Where: University of Wisconsin Waukesha

1500 University Drive

Waukesha, WI 53188-2799

Northview Hall Rm. NO-55

Time: 11:30 AM - Competition in the Northview Hall Room NO-55

General Slide		Nature Slide		Small Print	
Tabletop	(T)	Birds	(B)	Nature	(N)
		Open (All Others)	(O)	Open (all other)	(O)
Open (All Others)	(O)				
Monochrome Print		Color Prints			
Nature	(N)	Nature	(N)		
Open (all others)	(O)	Open (all others)	(O)		

The letter in the parenthesis () indicates the code letter to be used on entry forms.

Complete form, detach & include with entry form(s), slides & check (payable to WACCO)

Name: _____ Phone: _____

Entry Fees:	\$4.00 for 1-4	General slides	\$ _____	
	\$4.00 for 1-4	Nature Slides	\$ _____	
	\$4.00 for 1-4	Black & White Prints.....	\$ _____	Total Enclosed
	\$4.00 for 1-4	Color Prints.....	\$ _____	
	\$4.00 for 1-4	Small prints.....	\$ _____	_____

Category Definitions

General Slide

Tabletop (T) An image of static arrangements of objects.

Open (O)

Nature Division

Birds (B) Birds are warm-blooded, feathered, egg-laying vertebrate animals having forelimbs modified as wings. Chickens or other domesticated fowl are not eligible for competition in this category, nor are they eligible in the nature division.

Entry Instructions

Prints may be delivered in person from 10:00 AM to 11:00 AM, November 6th, and must be picked up after the judging. Reasonable care will be taken, but WACCO will not assume any liability for loss or damage. Slides will be returned by mail to the Delegate of your club in their original containers.

Slides, entry forms for ALL divisions, and fees must be received by October 30, 2004.

Send to: WACCO Fall Competition
P.O. Box 26304
Milwaukee, WI 53226

For Questions call Jeffrey Klug (262) 628-1255

General Instructions

Entries must not have received an Honorable Mention or other award in any previous WACCO competition.

General Slide Category Class B

Just a reminder Class B is only in General Slide Category. Class B is for less experienced and first time exhibitors. WACCO encourages exhibitors to use this class, but the choice is up to the individual to decide on the Class to be entered.

Election of General Slide Class B will be made by placing a check mark by the Class to be entered (or use the letter "B" in the General Slide box on old card) on the Entry Form & Report Card (Any other mark will place the slides in Class A).

Each division entered requires its own entry form. Legibly fill in both the top and bottom portions of the entry form, and do not separate the two halves. (Entry forms are available from your delegates.)