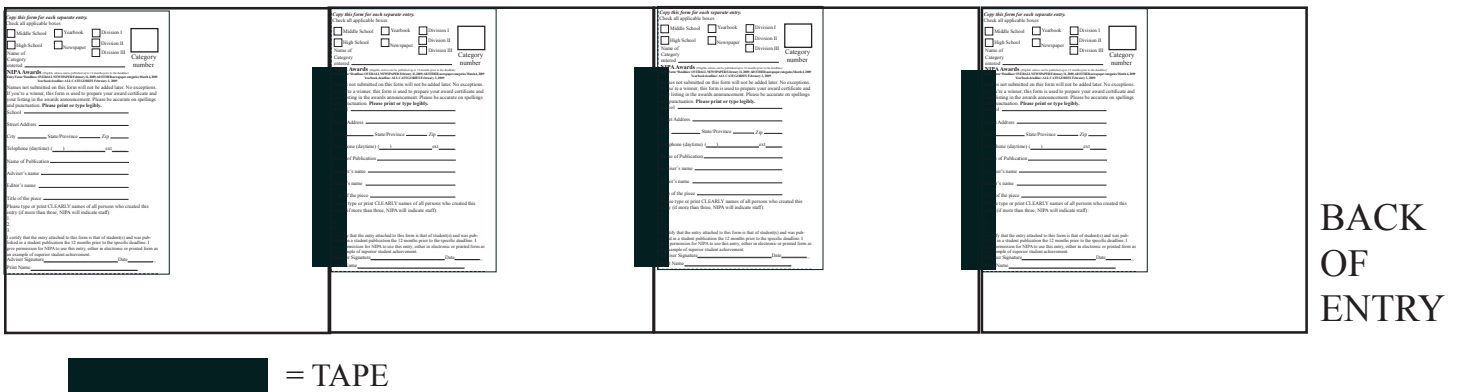


# How to prepare newspaper and yearbook entries for mailing:

1. First, **mount each individual entry torn out of the publication** on an 8 1/2 “ x 11” sheet of paper using glue or tape. *Do NOT staple or paper clip entries.* Multiple page entries should be taped in order and folded accordion style (see diagram below). If entry is on both sides of one sheet, mount each side separately as if two pages.
2. Make a copy of the Entry Form for each entry.
3. Cut entry form on dotted line and tape each entry form to the upper left corner of the back of each mounted entry. Tape the top and the bottom. For multipaged entries, put an entry form on each page of entry (see No. 4).
4. FOR MULTI-PAGED ENTRIES



Tape the pages together in order, putting the tape on the back of the entry. Then fold accordion style.

5. BEFORE MAILING: Place entries in the envelope in numerical order, according to the corresponding category.

## How you prepare your entry is IMPORTANT!

Your entries will be opened, counted and processed at the NIPA office. They will then be sorted by categories, repackaged and sent to different judges across the country.

Remember to legibly enter your information on your entry form.

This is where NIPA gets the information to send you a confirmation receipt of your entries, official list of winners and certificate information for those entries that win. Do not use paper clips for staples. Since there are hundreds of entries, it is important for you to tape everything. **No photocopies will be accepted: they will be immediately disqualified.**