



APPLICATION FOR PSSA PATRONAGE

Submit the completed application to the relevant Regional Director who will sign and submit the application in **electronic format** to the PSSA Salon Administrator via e-mail to: admin@pssa.co.za, BEFORE 31 January for consideration in the next PSSA Impala Year starting 1 July annually.

ORGANISING CLUB/SOCIETY:

Is the club/society affiliated and fully paid up		
Club/society name		
Proposed salon/event name		
Previous salon held in (month/year)		
Postal address (For medals)		
Salon/event director name		
Salon Director's PSSA membership number	M	
Salon Director's telephone number	(h)	(Cell)
Salon Director's email address		

CLASS OF PATRONAGE APPLIED FOR:

Patronage A	International Salon	<input type="checkbox"/>
Patronage B	National Salon	<input type="checkbox"/>
Patronage C	Restricted entry or Regional and Interclub Competitions	<input type="checkbox"/>

MEDIUMS APPLIED FOR:

1. Projected Digital Images	<input type="checkbox"/>	2. Prints	<input type="checkbox"/>
3. Audio Visual	<input type="checkbox"/>	4. Other	<input type="checkbox"/>

Resolution of images (PDI Salons)

1. HD 1920 x 1080 px ☐
2. Other, please specify:

JUDGING METHOD:

Live	<input type="checkbox"/>	Remote	<input type="checkbox"/>
Number of categories judged by host club <input type="checkbox"/>			

**Remote judging may be considered in special circumstances.
Salon Directors must provide a motivation for remote judging.**

AWARDS:

Number of PSSA Medals required:

Gold (International)	<input type="checkbox"/>	Silver (National)	<input type="checkbox"/>	Bronze (Regional or Interclub)	<input type="checkbox"/>
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Detail of Club Awards:

CATEGORIES APPLIED FOR:

PDI	Print
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

What stimulates interesting and appealing Salons are the categories that are chosen by the Salon Committee. The definition of these categories must be clear and decisive so that disqualifications can be avoided. Your definition must clarify the situation beyond any doubt of interpretation.

Salons may have both monochrome and colour digital categories in the same salon as well as a 'mixed' category allowing both colour and monochrome. However, same or similar colour and mono images are not allowed. The same or similar image may also not be entered into more than one category, i.e. it can only be entered in colour OR in Mono; in Open or Nature etc. A 'mixed' category permitting both colour and monochrome will be included in the Impala Open Colour log. Download the latest PSSA Definition Document from www.pssa.co.za to select the appropriate definitions.

LIMIT ON NUMBER OF ENTRIES AND CATEGORIES:

Projected Digital Images:

A maximum of 4 entries per category

A maximum of 6 categories are allowed in colour and/or monochrome.

Prints:

A maximum of 6 entries per category

A maximum of 6 categories are allowed in colour and/or monochrome.

Audio Visual:

Either the number of AVs per author, OR the maximum duration of any AV may be limited OR a total time limit per entrant imposed.

It is recommended to only have one category "Open" which will include all genres including documentary.

SALON TIMETABLE Refer Appendix page 3

If a salon committee is hesitant to commit to these timelines, it is most likely an indication that they do not have the time or capacity to host a salon yet. If a salon committee did not keep to these timelines, it will have an effect on future patronage applications.

No results may be published until all the results have been fully checked for accuracy by the Salon Director and approved by the PSSA Salon Administrator.

A catalogue must be produced.

YOUR PROPOSED SALON CALENDAR:

Closing date	
Judging dates	
Results mailed	
Exhibition date	
Catalogue mailed	

The current version of the PSSA Salon Directors Manual and the Definitions Document have been downloaded and the undersigned are au fait with the contents.

Approved by:

Club Chairman:

Salon Director:

PSSA Region:

Date:

PSSA Regional Director:

PSSA SALON CALENDAR

Action	Who	Target
Clubs apply for slot on PSSA Salon Calendar	Regional Directors to submit all applications annually to be received by PSSA Salon Administrator by 31 January	31 January
Salon Calendar approved	February Board Meeting	28 February
Apply for PSSA patronage and approval of salon brochure	Salon Director	4 months before salon closing date
Approve brochure, allocate Patronage #, issue salon invoice	PSSA Salon Administrator	within 7 days of receipt
Settle PSSA invoice, send payment advice and confirm delivery address for PSSA medals to admin@pssa.co.za	Salon Director	within 7 days of receipt
Publish Salon Brochure and request set-up of salon on PhotoVault	PSSA Salon Administrator	3 months before salon closing date
Confirm judging venue and time with judges	Salon Director	6 weeks before salon closing date
Check equipment in order and team members availability	Salon Director	1 month before salon closing date
Check that Salon Medals and Awards received	Salon Director	2 weeks before salon closing date
Download salon entries and score sheets	Salon Director	< 3 days after salon closing date
Check compliance with salon conditions and PSSA DQ List	Salon Director	< 5 days after salon closing date
Send invitation to judging convenor to download their category (when different venue to salon host)	Salon Director	< 1 day after checking compliance
Set up salon Awards in PhotoVault	Salon Director	before requesting approval of results
Complete judging	Salon Director	< 15 days after salon closing date
Get approval of Disqualifications in Non Manipulation Categories, Change of Title and Samor/Similar Images from Francois Roux <froux@jbv.co.za>, Phillip de Lange <upcomingpssa@gmail.com> and admin@pssa.co.za	Salon Director	≤ 14 days after judging completed
Request approval of results from admin@pssa.co.za	Salon Director	≤ 14 days after judging completed
Approve results	PSSA Salon Administrator	< 2 days after request for approval
Send approved results to entrants	Salon Director	≤ 2 days after approval of results
Send final results for publication to the PSSA Salon Administrator	Salon Director	≤ 2 days after mailing results
Send approved Disqualification Images to upcomingpssa@gmail.com		
Send the final results and winning images to the PSSA Webmaster	PSSA Salon Administrator	≤ 2 days after mailing results
Publish results and winning images on PSSA website	PSSA Webmaster	≤ 3 days after mailing results
Engrave all medals, prepare/print certificates for medals and COMs; confirm recipients' addresses	Salon Director	<15 days after salon results published
Prepare salon catalogue	Salon Director / Administrator	< 30 days after salon results published
Publish and distribute salon catalogue to PSSA and entrants	Salon Director	< 60 days after salon results published
Despatch Medals and Certificates not collected at Exhibition (Courier/Reg Post/Email)	Salon Director	< 3 days after exhibition
Send Salon Director's Report and Final Checklist to Salon Administrator	Salon Director	< 60 days after salon results published