

## About Submitting PDFs

At the National Festival level, all packets are expected to be submitted as PDFs (Personal Document Formats), so Region VII is bringing our work in line with the national expectations. Here are a few things to consider as you prepare your packet.

- \* Submitting a PDF means that the dramaturg no longer has to incur the copying and printing costs of submitting printed packets in triplicate. This saves a substantial amount of time and money.
- \* Ideally, you should try to submit everything in one PDF file. This should include your application (including the two required statements described on the application form), your nominating letter, and all of your packet materials.
- \* If submitting everything in one file becomes impractical (due to size or other factors), you may have separate files. In that case, indicate in the file name the order in which the files should be viewed (File 1, File 2, etc.).
- \* Make sure the file name includes your name. There is no need to put the project title as your file name. (Example, a file name could be as simple as “Hunter.pdf,” or if you have more than one file, then “Hunter File 2.pdf,” etc.
- \* Many copy machines can now create PDF files, so if you have a printed packet you can send it through the copy machine (along with your application and support materials) and it will create a PDF for you. Check with your school’s computing services office about other options for creating a PDF.
- \* Converting files from most word processing programs to PDF format is easy. On a Mac, you do this by choosing "Save as PDF" from the print screen. On a PC, you may need to download a free PDF converter. Check your program documentation to be sure.
- \* Make sure that your packet is complete, and that you are happy with the formatting, contents, etc., *before* you convert it to PDF. After you've made the conversion, you won't be able to change it.
- \* If you created or used websites as part of your dramaturgical work, you can simply provide links to those sites in your packet. Make sure they are clearly marked so that the reviewers can access the sites easily.
- \* Make sure you provide an accurate Table of Contents for the entire packet. That's essential to allow your reviewers to quickly and easily find specific sections of your packet.
- \* The complete package **MUST** be submitted to Mead Hunter (hunterm@up.edu) no later than January 20. You may also contact Mead at this address with any questions that arise.

