Drexel University
Homecoming 2014
Window Decorating Competition
Official Rules

To: All Student Organizations

From: Bryan Ford, Window Decorating Competition Coordinator, bpf32@drexel.edu

Re: Homecoming 2014

Date: Dec. 13, 2013

To celebrate the 2014 Homecoming celebration, we invite your organization (or team) to show its school spirit by decorating the windows of the Recreation Center. A maximum of 25 groups will be chosen to showcase their organizations by creatively painting and decorating the windows. Each group will be asked to submit a drawing of their proposed painting for approval prior to the competition. Groups will then have the opportunity to decorate the windows the week of Homecoming on Jan. 20, 2014 through Jan. 22, 2014.

The Homecoming Window Decorating Competition Committee will evaluate and judge the paintings on Thursday, Jan. 23, 2014 and prizes will be awarded to the top designs.

More details will be available shortly on the Homecoming website: drexel.edu/homecoming. For any questions or to learn how to get involved and submit your proposal, contact Bryan Ford at bpf32@drexel.edu.

Contest Rules & Regulations

1. Completed Homecoming Window Decorating design applications are due to Bryan Ford, Assistant Director of Campus Recreation, by Monday, Jan. 13, 2014 at 12 p.m.

2. Applications can be submitted electronically or in-person.

3. Any individual, group, or recognized student organization may submit a design application. Awards will be given in 2 categories – 1 for individual/group and 1 for recognized student organization. Limit of 1 submission for each group or organization.

4. Designs must be submitted electronically (PDF or JPG) or in-person (hand-drawn) by Monday, Jan. 13, 2014 at 12 p.m. or their assigned window will be awarded to next team on the waiting list.

5. All approved designs will be eligible to sign up for a designated timeslot to decorate a window of the Recreation Center during the week of Jan. 20, 2014.

6. No more than 25 windows will be assigned to groups/teams/individuals with approved designs.

7. All designs, once complete, will be judged by the 2014 Homecoming Window Decorating Committee on Thursday, Jan. 23, 2014 using the rubric in this packet.

8. Awards will be given to the best overall student organization design (1) and the best overall individual/team (1)

9. All painting materials will be provided by the Homecoming Window Decorating Committee. Participants/groups are not permitted to use their own materials.

10. Windows will be labeled with the number you are assigned (and/or organization name).

11. Painting on any other window will result in loss of opportunity to participate.

12. Designs should be tasteful and not include obscene language or offensive imagery.

13. Designs may not reference or contain images of alcohol, drugs, nudity, or explicit sexual content.

14. If a design is deemed inappropriate, it will be painted over and the organization may be refereed to the Office of Student Conduct & Community Standards.

15. Every effort should be made to not get any paint on the walls or other areas around the assigned window.

16. Any cost to clean up the area around your window will be charged to your organization.

Failure to comply with any of the above rules may result in disqualification.

Contest Timeline

Date (Time)	Event
Friday, Dec. 13, 2013	Window Decorating Applications Available
Monday, Jan. 13, 2014	Applications & designs due to Bryan Ford (bpf32@drexel.edu) or Rec Athletics office suite, Recreation Center
Wednesday, Jan. 15, 2014	Applicants will be notified if their design has been approved and timeslots will be assigned
Monday, Jan. 20-22, 2014	Groups, teams, & individuals will have the opportunity to paint their assigned window
Thursday, Jan.23, 2014	Homecoming Window Decorating Committee will judge windows

Contest Scoring Structure

The following point structure will be used to select the winners of the Window Decorating contest:

1. **Guidelines – 10 points**
   All designs must meet the criteria of the contest by:
   - Adhering to all guidelines listed in rules & regulations
   - Submitting all applications & designs by the deadline
2. **Craftsmanship – 30 points**
   Designs will be judged on their artwork in the following areas:
   - Neatly executed designs
   - Use of basic design elements
3. **Creativity – 30 points**
   Designs will be judged on their creativity in the following areas:
   - Original design
   - Creative use of space given
4. **Drexel Spirit – 30 points**
   Designs will be judged on their use of Drexel University and spirit by:
   - Use of Drexel University in design
   - Representing Drexel in a positive way

TOTAL POINTS AVAILABLE: 100 POINTS

2014 Homecoming Window Decorating Competition
Scoring Rubric (SAMPLE)

Individual/Group Name: _____ Window #: _____

Team/Individual ____ or Organization ____ *(check one)*

GUIDELINES			**Scoring**
	Adhered to all guidelines listed in rules & regulations	**0-5**	
	Submitted all applications & designs by the deadline	**0-5**	
		TOTAL (10)	
CRAFTSMANSHIP			
	Neatly executed design	**0-15**	
	Use of basic design elements	**0-15**	
		TOTAL (30)	
CREATIVITY			
	Original design	**0-15**	
	Creative use of space given	**0-15**	
		TOTAL (30)	
DREXEL SPIRIT			
	Use of Drexel University in the design	**0-15**	
	Represents Drexel in a positive way	**0-15**	
		TOTAL (30)	
2014 Homecoming Window Decorating Scoring Total: _____/100			

NO PURCHASE OR PAYMENT OF ANY KIND IS NECESSARYTO ENTER OR WIN. VOID WHERE PROHIBITED. A PURCHASE OR PAYMENT WILL NOT INCREASE YOUR CHANCE OF WINNING.

These rules govern the Drexel University Homecoming Window Decorating Contest ("Contest") being conducted by Drexel University ("Drexel") beginning on December 30, 2013 and ending on January 26, 2014. ("Contest Period"). All entrants agree to be bound by these Official Rules and the decisions of Drexel, which shall be final and binding in all respects. All entries become the property of Drexel and will not be returned. Drexel is not responsible for lost, misdirected, incomplete or late entries.

Drexel reserves the right in its sole discretion to disqualify any entry that it believes violates or potentially violates any of the foregoing requirements or otherwise fails to comply with any provision of these Official Rules. The decisions of Drexel on this and all matters pertaining to the Contest shall be final and binding. By submitting a entry, you unconditionally assign and transfer to Drexel all rights, title, interest and claim, which now or hereafter may exist, including, without limitation, any copyright therein. Drexel shall have right to use or publish or dispose entries in any way in any media now known or hereinafter developed, without territory, time or other limitation, however it sees fit, including without limitation for advertising, publicity and promotion purposes, without compensation or approval of Entrants. No royalties, copyright fees, license fees, talent fees, or any other compensation will be paid for any reason relating to any aspect or part the submitted Video, even if reproduced, distributed, and/or sold by Drexel. Drexel shall have the right to use any aspect or part of the submitted entry, including winners name, likeness and image in any media, for any commercial or marketing purposes without additional compensation, in perpetuity.

PRIZES: GRAND PRIZES: Drexel will award one (1) "grand prize" award in the amount of $200 to the overall winner of the Contest. One (1) second place recipient will received $100 and one (1) third place recipient will receive $50. Recognized student organizations will have monetary award deposited directly into the organization's 71-account. Each prize recipient will be responsible for all taxes and fees associated with receipt of the prize, if applicable.

ELIGIBILITY: Contest is open to currently enrolled Drexel students. Multiple entries are not allowed. This Contest is subject to all applicable federal, state and local laws and regulations and is void where prohibited. Entrants are required to provide truthful information and Drexel will reject and delete any entry that it discovers to be false or fraudulent. Drexel will disqualify any entry from individuals who do not meet the eligibility requirements.

JUDGING**:** Entries will be reviewed by a panel of judges made of Drexel faculty and professional staff. Winners will be those entries that the judges, in their sole and absolute discretion, deem the best representation of the Drexel fight song in the following criteria: Adhering to all guidelines, craftsmanship, creativity, and Drexel spirit.

WINNER NOTIFICATION: Winners will be selected by the Judges on January 23, 2014. Official winners will be announced during Homecoming weekend, January 25-26 and online. All potential winners will be notified by phone or email within seven (7) days of selection. Winners must execute and return any required affidavit of eligibility and/or liability/publicity release within fourteen (14) notification or prize will be forfeited and an alternate winner may be selected from all remaining unselected entries from the top five (5) entries. If a potential winner cannot be contacted, fails to sign and return the required affidavit of eligibility and/or liability/publicity release within the required time period, or if a prize or prize notification is returned as undeliverable, the potential winner forfeits the prize.

GENERAL CONDITIONS: There is no substitution, transfer or cash equivalent for prizes, except that Drexel may, at its sole discretion, substitute prizes or cash of comparable value. The prizes are expressly limited to the item(s) listed above and unless otherwise expressly specified, do not include taxes, gratuities or any other expenses. Other restrictions may apply. Contest is void wherever prohibited or restricted by law. Prize recipient will be solely responsible for paying all applicable federal, state and local taxes on prizes; if applicable, winner may receive an IRS Form 1099 for the retail value of the prize. All federal, state and local laws and regulations apply. All persons, by participating in this Contest, agree to be bound by these Official Rules and the decisions of Drexel whose decisions in all aspects of this promotion shall be final and binding.

RELEASES: All Winners, by acceptance of a prize, agree to release Drexel and its subsidiaries, divisions, affiliates, and all employees, officers and directors of each from any and all liability, claims or actions of any kind whatsoever for injuries, damages or losses of any kind to persons and property which may be sustained in connection with the receipt, ownership or use of any prize or while traveling to, preparing for and/or participating in any prize-related activity or any typographical or other error in these Official Rules or in the announcement or offering of any prize. Any portion of a prize not accepted by winner shall be forfeited. Drexel makes no representations or warranties of any kind concerning the appearance, performance or safety of any prize awarded. The winner shall bear all risk of loss or damage to prize after it has been delivered. Drexel reserves the right to cancel or suspend the Contest if it is tampered with or corrupted in any manner and, in the event of cancellation, prizes will be awarded via a random drawing to be conducted from all eligible entries received as of the date of cancellation. Except where prohibited by law, winners must consent to the use of winners' name, voice, picture or other likeness without compensation for commercial or promotional purposes in all media as determined by Drexel.

WINNERS' LIST: For a list of the winners, visit Drexel.edu/homecoming after January 23, 2014.

2014 Homecoming Window Decorating Competition
Application

Main Contact:

First Name _____ Drexel Email _____

Last Name _____ Cell Phone _____

Category:

- ☐ Individual or Group of Students (not a student organization)
- ☐ Recognized Student Organization

Student Organization Represented (*if applicable)* _____

Student Organization's President (*if applicable)* _____

Design Description:

_____

_____

_____

_____

_____

Please attach a mock-up of your window design in PDF/JPG format or submit to the Recreational Athletics office in the Recreation Center. *A design will be required prior to teams being assigned windows and timeslots.*

By signing below, I acknowledge that I have read the application packet and completed the above information to the best of my ability.

Printed Name: Signature:

COMPLETED APPLICATIONS CAN BE EMAILED TO BRYAN FORD AT BPF32@DREXEL.EDU OR DROPPED OFF TO THE RECREATIONAL ATHLETICS OFFICE SUITE IN THE RECREATION CENTER NO LATER THAN MONDAY, JAN. 13 AT 12 p.m.

E-MAIL SUBJECT: [HOMECOMING WINDOW DECORATING APPLICATION] LAST NAME, FIRST NAME