



CHICAGO CREATIVE CLUB

SUBMISSION REQUIREMENTS

The following list details accepted file formats for each type of entry:

Print Entries: .pdf

There should be (1) PDF file per ad.

ex: a direct marketing campaign with 3 ads should consist of (3) PDF files.

Audio Entries: .mp3, .wav, .m4a

Any audio entries with dialogue must be accompanied by (1) MS Word document script for each ad submitted in the entry.

ex: for a radio campaign entry with 3 ads there should be a total of 6 files uploaded: 1 audio file and 1 word document script for each ad.

Video Entries: .mpeg, .mpg, .mpe, .mp4, .wmv

Each video entry must be accompanied by (1) MS Word document script AND (3) .jpg or .jpeg screen shot photos for each ad submitted in the entry.

ex: for a Television campaign entry with 3 ads there must be a total of 15 files uploaded: 1 video file, 1 word document script, 3 .jpg screen shots for each ad in the campaign.

Web Entries: .htm, .html, .gif, .swf, .pdf

Each Web file must be accompanied by (1) .jpeg or .jpg screen shot photo.

Note: URLs should not require any username or password for access. In cases where this already exists, the entrant should create an independent URL.

MAXIMUM FILE SIZES

The maximum file size for any file uploaded is 10MB. Files larger than 10MB will not be accepted for judging.

HELP WITH MEDIA PLAYERS

You will need an appropriate viewer in order to view the variety of files available for download.

PDF files

Windows and Mac: Adobe's Free Acrobat Reader

www.adobe.com/products/acrobat/readstep2.html

MP3 files [audio files]

Windows:

- Use the Windows Media Player included with most Windows installations or available for download: www.microsoft.com/windows/windowsmedia/en/download/default.asp
- iTunes— www.apple.com/itunes/download/
- RealPlayer— www.real.com
- Media Jukebox— www.musicex.com/mediajukebox/download.html
- Musicmatch Jukebox— www.musicmatch.com/download/
- Winamp— www.winamp.com/player/free.php

Mac

- Use the iTunes Player included with most Mac OS installations or available for download: www.apple.com/itunes/download/
- Audion— www.panic.com/audion/download.html

MPEG files [video files]

Windows

- Use the Windows Media Player included with most Windows installations or available for download: www.microsoft.com/windows/windowsmedia/en/download/default.asp
- RealPlayer— www.real.com

Mac

- Use the iMovie Player included with most Mac OS installations or available for download: www.apple.com/support/downloads/imovieformacosx.html
- Windows Media Player—
www.microsoft.com/windows/windowsmedia/en/download/default.asp

Please email [Ada Jacobs](mailto:Ada.Jacobs) should you have any problems or questions.