

Checklist for Mailing LOUIE Entries 2019



PRINT OUT A COPY OF YOUR INVOICE

Please include a printed copy of your invoice with your shipment.

Your invoice(s) can be found on the LOUIEs site by logging in, going to 'My Account' and then clicking on 'Invoices'.

GATHER (1) CARD SAMPLE FOR EACH ENTRY (including envelope)

Remember that entries to the Rising Star category must include five different cards, and Letterpress must include three different cards so that the judges may evaluate the line as a whole. If the entry is a boxed set, please include the whole set.

CONCEAL ALL IDENTIFYING INFORMATION ON CARD & ENVELOPE

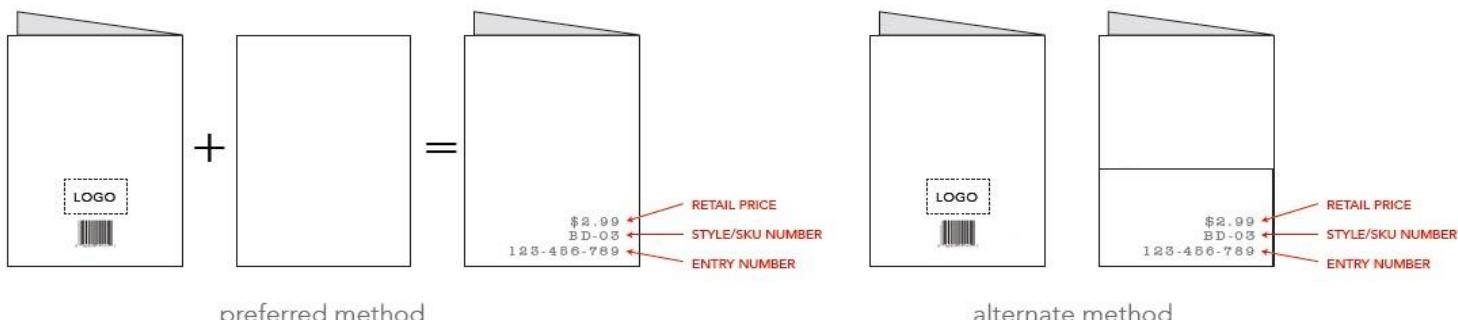
Entrants must conceal all references to their company on all cards submitted to the GCA, in order to make the LOUIEs as fair and unbiased as possible. ALL marks unrelated to the design MUST be covered. This includes prices, style numbers, barcodes, tag lines, etc.

PREFERRED METHOD TO CONCEAL IDENTIFYING INFORMATION:

Using double-sided tape, cover the entire back with thick white cardstock.

ALTERNATE METHOD:

If the design of your card carries to the back, you may cut the cardstock to cover only the section of the card necessary to conceal the company information. The cardstock should extend the length of the card.



WRITE PRICE, SKU AND ENTRY NUMBER ON EACH CARD

On the bottom right corner on the back of the card, write the EXACT retail price of the card, the style or SKU number, and the 9 digit entry number. Important: Write the actual MSRP of the card, NOT the price break of the category you are entering: e.g., write '\$4.25' not 'Above \$4.00'.

PAIR CONCEALED CARDS WITH ENVELOPES & MAIL

Reunite your newly concealed and penciled cards with their envelopes (as sold) and put them in a box or rigid envelope with your freshly copy of your invoice and mail to:

Greeting Card Association
Attn: LOUIE Awards
1120 20th St. NW
Suite 750
Washington, DC 20036-3441

All card samples must be at GCA Headquarters by January 18, 2019.