

Canadian Association for Photographic Art

L'Association canadienne d'art photographique



CAPA Judging Course © – Host Club responsibilities

We're delighted that you are interested in hosting a CAPA Judging Course. Please note that this course is only presented through a CAPA Affiliated club.

We normally require a class of at least 30 people, preferably 40 to make the trip worthwhile. The courses are usually attended by people who want to learn how to judge, and by those who want to learn what judges look for in great photographs in order for them to improve their own photography.

You're Camera Club:

- Appoints a liaison to work with CAPA on getting the course set up and running.
- Is responsible for securing & paying for a suitable room for the event, and promoting it locally, though we will also promote the date to all close area clubs.
- Ensures the room is set up with tables, a speaker's podium with light & 2 wireless microphones.
- Arranges for coffee breaks for both morning and afternoon sessions.
- Arranges for a suitable location for lunch, or if one is not available nearby, arranges for a Sub lunch delivery or we can ask people to bring a lunch along. Course attendees pay for their own lunch.
- One of your club members would help at Reception and be responsible for registering people as they came in on the day of the course.

CAPA:

- Prepares and distributes the Poster for the event. We will need a copy of your logo for this purpose.
- Prepares and distributes the Course Registration forms.
- Pays for the coffee breaks.
- Promotes the course with all clubs nearby to help with attendees.
- Provides our computer and projector – which are profiled to show digital images correctly.
- Provides the 120 page CAPA Course manuals for each attendee and all teaching materials.
- Prepares and receives all inquiries, payments and disbursements for the course through our on-line system
- Creates and maintains the registration list for the course.
- Prepares Certificates for all attendees.

Course Cost:	CAPA individual members	\$125.00 per person, plus taxes.
	Host Club Members	\$125.00 per person, plus taxes.
	Non CAPA Members	\$175.00 per person, plus taxes.
	Current CAPA Judges*	\$ 75.00 per person, plus taxes.
	* valid CAPA individual membership & on the CAPA judges list	

Suggested Dates:

We can discuss suitable dates for the course after deciding to proceed.

Rod Trider, MCAPA,
President
Trainer & Judge