

Procedural Timing:

1. **Submissions:** accepted between the 15th & the last day of the month
 - a. Email files to: rom@crda.net.
 - b. Please only email one mp3 & one pdf at a time please
2. **Evaluation & Vote:** 1st to the 10th of the month
3. **Vote:** Vote on or before the 10th of the month to moderator@crda.net
 - a. Cuers & their partners (1 vote per person)
 - b. Vote for your 1st, 2nd and 3rd choices
 - c. Ties: In case of a tie, the moderator will cast the deciding vote.
4. **Results:** moderator will report the results on or prior to the 15th of the month.

If a cuer wants to participate, but is not presently able to produce the required MP3 and PDF file, please send an e-mail to:

Rob Sherwood at rob@sherweng.com, 303-722-2257 or
Justin Stute at jlstute@yahoo.com, 303-913-9483.

Guidelines & Helps:

Music:

- **MP3:** Please save your cued music file to a MP3
 - Keep the size under 3MB please
 - Convert a wav to mp3 at the following rate generally gives you the correct size 48 Kbps – 22,050 Khz
 - Example converter programs (most free or for purchase at low cost):
 - Music from CD to computer: Slow Downer, Audio Grabber
 - Music from WAV to MP3: EMP3, DAK wav to mp3 converter.
- **FILE NAME:** Please name all files without spaces and punctuation, other than the period between the name and the pdf or underscores (_) or dashes (-). Examples:
Our_Song.mp3 or **OurSong.mp3**

Cue Sheets:

- **PDF:** Convert the cue sheets to pdf if possible
 - Example converter program: Pdf995 - <http://www.pdf995.com/> free to use or about \$10 to purchase
- **SIZE:** Try to keep the file to under 30KB (300 bytes)
- **FILE NAME:** Please name all files without spaces and punctuation, other than the period between the name and the pdf or underscores (_) or dashes (-). Examples:
Our_Song.pdf or **OurSong.pdf**

