

# The American Dahlia Society

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TO: All Local Dahlia Society Presidents, ADS Reps, and Show Reporters

Local society Year-end Show Reports are now published only online. We will not publish them in a Bulletin Supplement as done in the past. This method is more cost efficient for ADS, allows flexibility in format (such as supporting long reports), makes the reports available to the public, and allows the inclusion of pictures. Previous reports are available on this website under NEWS/EVENTS - Shows

**We need your society's report.** Please note, this is totally different than the Blues and Higher Report sent to Karen Sanchez, Classification Chair, for input to the *Classification and Handbook of Dahlias*.

Here are the instructions for submitting your society's report. If you don't understand something in the instructions, **ask** via email, [webmaster@dahlia.org](mailto:webmaster@dahlia.org). The rules this year are very simple but will be strictly enforced.

- Create and format your report any way you want (MSWord, Excel, PowerPoint, Google Docs/Sheets...) then **save as a pdf file. Include your society name in the pdf file name.** Please spell out your society name, no abbreviations. Be sure each file has a unique name when sending more than one file for your society.
- Portrait orientation. 8 ½ x 11 page/proportion.
- Use a moderate font size (12-14) and a simple font. Consider spacing. Look at your pdf on the screen to verify that it is easy to read.
- Max length three pages per show (unless your actual data takes more than three pages). You may have more than one show report. **One show per pdf please.**
- Top line in the report must be your society name, spelled out. **NO ABBREVIATIONS.**
- Next line(s) is show name, dates, location. Must be unique for each show.
- Use color, add pictures as you wish. Be sure you have permission for any image you use. Attribute or copyright as required. If you want to include pictures, we would love them, but don't send them separately, **embed them in your pdf.**
- **PROOFREAD, SPELL CHECK.** What you send is what we will publish. Make your society proud.
- Send your report(s) **in pdf format**, attached to an email, to [showreporter@dahlia.org](mailto:showreporter@dahlia.org). **Do not send anywhere else, they may be lost.**
- **Deadline October 31.**

Have a great show season. We look forward to seeing your results!