

Recommended Timing for Assessment Programmes

With the judging times strictly required depending on the population of the entrant, **the following blueprint programmes are required to be used by the entrant.** If a different programme is considered more suitable, written permission must be obtained from the Secretary General.

1. Judging period maximum 7 hours, population 50,001 plus.

- 8.15 am Meet jury at venue for welcome and presentation. Group photograph.
- 8.30 am Start of judging with a presentation PP or DVD.
- 10.30 am Coffee break included in judging period.
- 12.30 am Lunch 1 hour, morning judging of 4 hours completed.
- 1.30 pm Lunch completed, afternoon judging commences.
- 4.30 pm Judging completed, travel to venue for initial deliberation.
- 4.45 pm 15 minutes break.
- 5.00 pm Judges initial deliberation of 1 hour and 30 minutes.
- 6.30 pm Feed back meeting of 30 minutes with entrants.
- 7.00 pm Jury returned to hotel.
- 7.45 pm Meet jury for transport to official civic meal.
- 8.00 pm Official Civic meal, 2 hours 30 minutes.
- 10.30pm Return jury to hotel.

2. Judging period maximum 6 hours, population 5,001 – 50,000.

- 8.30 am Meet jury at venue for welcome and presentation. Group photograph.
- 8.45 am Start of judging period with a presentation PP or DVD.
- 10.45 am Coffee break included in judging period.
- 12.00 pm Lunch 1 hour, morning judging of 3 hours 15 minutes completed.
- 1.00 pm Lunch completed, afternoon judging commences.
- 3.45 pm Judging completed, travel to venue for initial deliberation.
- 4.00 pm 15 minutes break.
- 4.15 pm Judges initial deliberation of 1 hour and 30 minutes.
- 5.45 pm Feed back meeting of 30 minutes for entrants.
- 6.15 pm Jury returned to hotel.
- 7.45 pm Meet jury for transport to official civic meal.
- 8.00 pm Official Civic meal, 2 hours 30 minutes.
- 10.30 pm Return jury to hotel.

3. Judging period 4 hours, population up to 5,000.

The 4 hour judging period can be managed using the same time elements as in the above 2 examples, with the 4 hours judged nonstop, either in the morning or afternoon. The half day left free can then be used for travel. If travel timing requires the jury staying all day, then judging could be split, 2 hours in the morning and 2 in the afternoon, with the hour lunchtime mid day.

It is imperative however that the various extra timed requirements as shown for the 7 hour and 6 hour judging are then included.

Press minutes (15 minutes) should be included in the program during the assessment tour or during lunch, not after the feed back meeting.