

# **P A N E L L E A D E R F A Q**

- Panel Leaders are responsible for acquiring the judges and getting the entries judged, and for returning the ballots and DVDs by the deadline
- You'll need a minimum of 6 judges, only 4 of whom can be employees of the same organization; freelancers and contractors are OK for the other 2, or you can solicit judges from around town. If you need additional judges, contact the Heartland office ~ many people want to help judge, but don't want to take on the Panel Leader role
- The Panel Leader can be one of the judges
- Judges do NOT have to be NATAS members
- If you provide food for your panel, send the receipt to the Heartland Emmy office for reimbursement
- Judges must have experience in the category(s) being judged; students and interns are not eligible – professionals only.
- All shipping is PREPAID by the chapter for which you're judging
- Please do email the names of your judges to: [office@emmyawards.tv](mailto:office@emmyawards.tv) so that you all can be eligible for the \$10 judging vouchers in 2009
- The box of material has instructions, ballots, shipping labels and DVDs ~ everything you need
- Make and retain a copy of the ballots and judges' certification forms before you send them back, just in case the mail fails