WELLINGTON FLAG PROJECT ENTRY INSTRUCTIONS

The City of Wellington and the Wellington Area Chamber of Commerce/CVB are sponsoring a Wellington Flag Project to design a City flag that will serve as a symbol of the past, present and future of our community. The public is invited to submit a design for the first official City of Wellington flag. The Flag Project is in conjunction with the 2021 Sesquicentennial Celebration for the City.

Timeline:
October – Contest opens
All information will be released to the public. Entry forms and instructions will be posted online and made available for any member of the public to submit a design.

November to December – Judging
A review panel will review entries and eliminate any designs that do not adhere to the design principles. The public will then be invited to vote for their favorite entries to narrow the pool down to a group of finalists. A selection committee will be appointed to judge the finalists and select the winning design.

2021 – Announcement of Winner
The winning design will be unveiled at the 2021 annual banquet of the Wellington Area Chamber of Commerce/CVB. The banquet will be held in the 1st quarter of 2021 with the specific date to be determined. The winner will receive a $500.00 cash prize. The City Council will then be asked at its next meeting to adopt the design as the City's official flag. The design will be in the public domain and made available for all to use.

Designers are advised to adhere to these flag design principles:
- **Keep it simple** – The flag should be so simple that a child can draw it from memory.
- **Use meaningful symbolism** – The flag's images, colors, or patterns should relate to or tell a compelling story about the community.
- **Use 2-3 basic colors.**
- **No lettering or seals** – Never use writing of any kind or an organization's seal.
- **Be distinctive or be related** – Avoid duplicating other flags, but use similarities to show connections.
- **Be timeless** – Avoid using features that will become dated or obsolete.
- **Consider real-world structure** – Images should be legible on both front and back of the flag, and legible while flying or hanging.

For more information on flag design visit the North American Vexillological Association website at nava.org

Entry guidelines:
- Entries should be designed on a rectangle that can be enlarged to fit a standard 3'x5' ratio and meet the design principles listed above.
- Contest entry is free.
- You must complete and submit a signed Wellington Flag Project Entry Form with each entry.
- Your design entry must be your original work and must not include, be based on, or derived from any third-party designs, trademarks or copyrighted images.
- Each entry may only contain one design. You may submit up to three different design entries.
- Your entry must be received by 5 p.m. on Friday, October 30, 2020 to be eligible for consideration. The Wellington Flag Project is not responsible for entries that are lost, overlooked, damaged or not received by the contest deadline.

How to submit:
- Submit entries via email to flagproject@cityofwellington.net with subject line "Flag Project". Include a signed Entry form and flag design prepared in digital format (pdf, png, or jpeg) no larger than 8MB.
- Drop off entries at the City Administration Center or the Wellington Area Chamber of Commerce/CVB Office. Include a signed Entry Form with design prepared in digital format on a flash drive accompanied by an 8.5x11 inch color printed version paper copy of the design.
- Or mail entries to City of Wellington, Attn: Flag Project, 317 S. Washington Ave., Wellington KS 67152. Include a signed Entry Form with design prepared in digital format on a flash drive accompanied by an 8.5x11 inch color printed version paper copy of the design.

WELLINGTON FLAG PROJECT ENTRY FORM

Please complete an entry form and submit with each design (up to 3) submitted. Thank you.

NAME: _____ AGE IF UNDER 18: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

CONTACT PHONE: _____ EMAIL ADDRESS: _____

Please provide an explanation of your design (attach extra sheet, if needed):

_____

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Required release: The winning entry selected from all entries submitted to the City for consideration shall become the property of the City of Wellington and the Wellington Area Chamber of Commerce/CVB, and may be modified, reproduced and published at the City's sole discretion. The City of Wellington and the Wellington Area Chamber of Commerce/CVB will have exclusive rights to reproduce, sell and distribute the design. The City of Wellington and the Wellington Area Chamber of Commerce/CVB assume no responsibility for the artwork submitted and are not responsible for loss or damage of the entries. Entry constitutes acceptance of all rules and consent to use the entrant's name and data and likeness as permitted by law without compensation. The City of Wellington and the Wellington Area Chamber of Commerce/CVB reserve the right to not select a winner, if in their sole discretion, no suitable design is received.

_____   _____
SIGNATURE   DATE

_____
PARENT/GUARDIAN SIGNATURE IF UNDER 18

Design principles:
1. **Keep it simple** – The flag should be so simple that a child can draw it from memory.
2. **Use meaningful symbolism** – The flag's images, colors, or patterns should relate to or tell a compelling story about the community.
3. **Use 2-3 basic colors.**
4. **No lettering or seals** – Never use writing of any kind or an organization's seal.
5. **Be distinctive or be related** – Avoid duplicating other flags, but use similarities to show connections.
6. **Timeless** – Avoid using features that will become dated or obsolete.
7. **Structure** – Images should be legible on both front and back of the flag, and legible while flying or hanging.