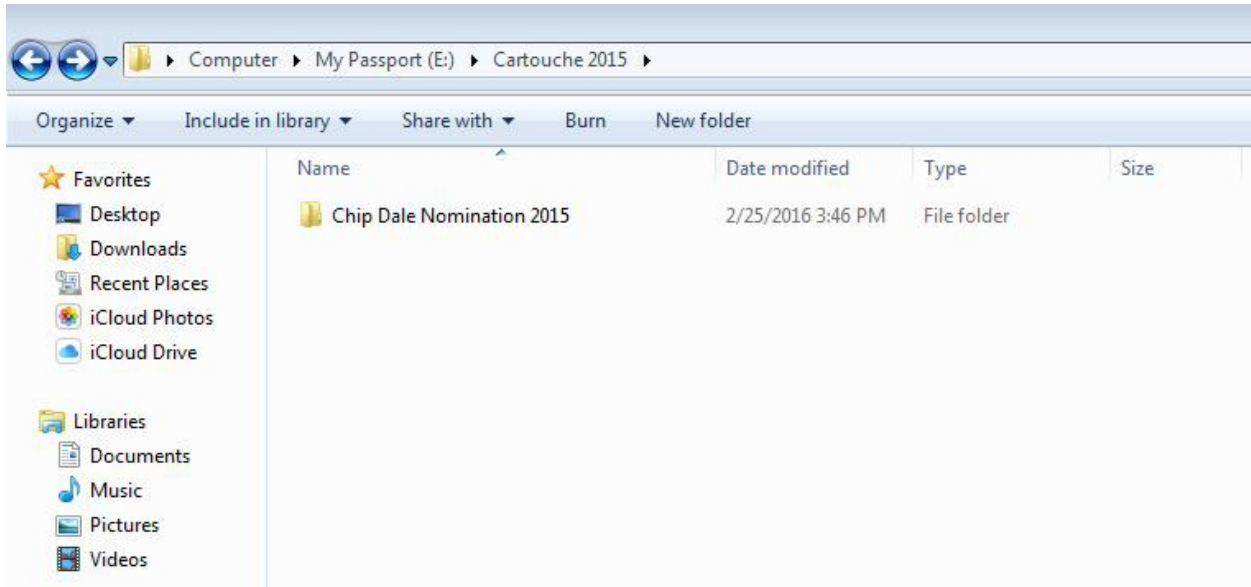
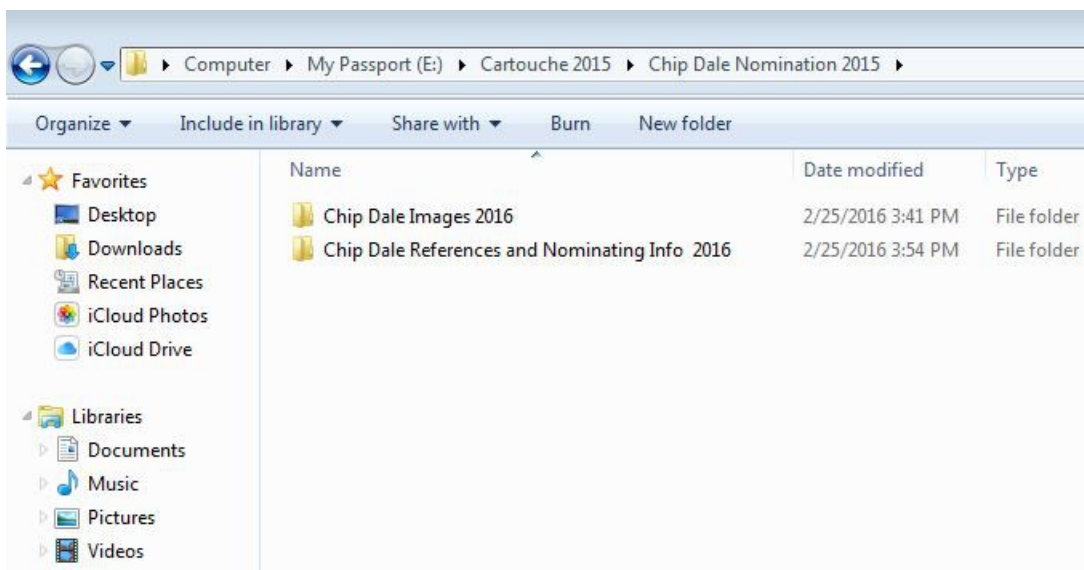


Cartouche Nomination Formatting Guidelines

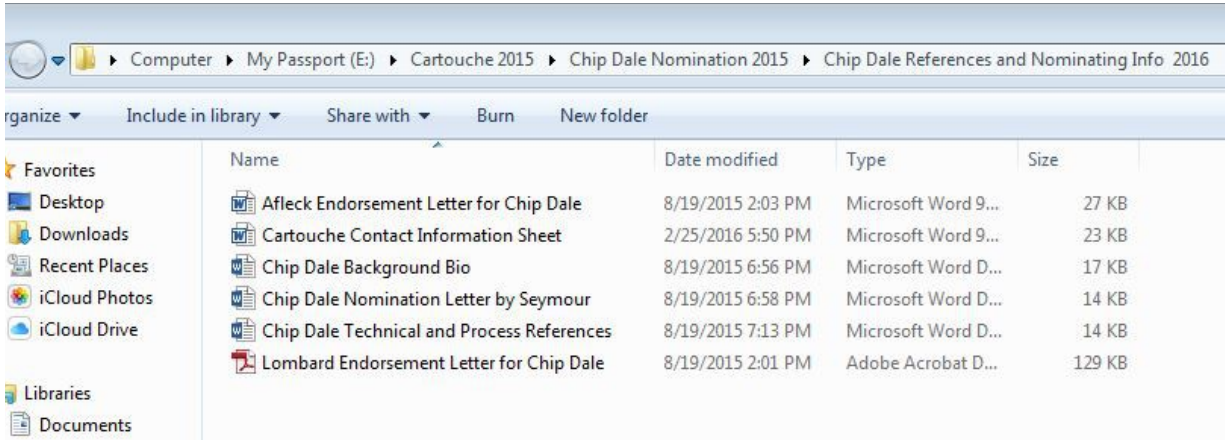
The Main Folder should be labeled in the manner shown below:



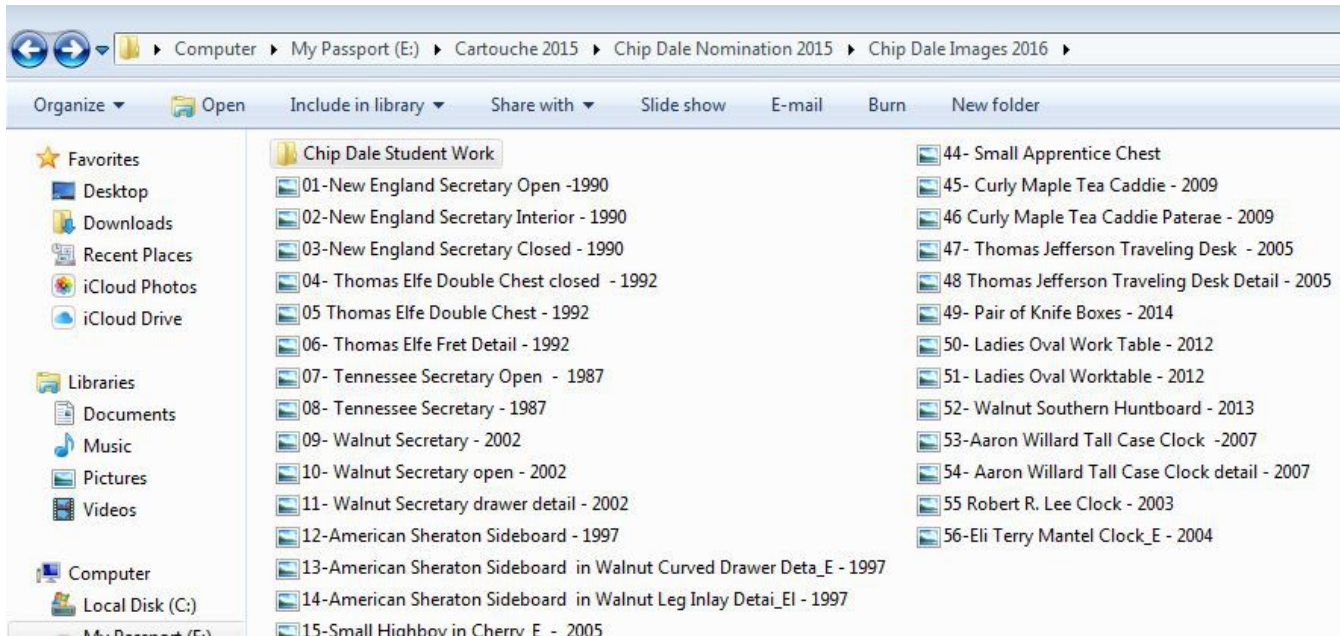
Opening that folder should reveal the following two subfolders:



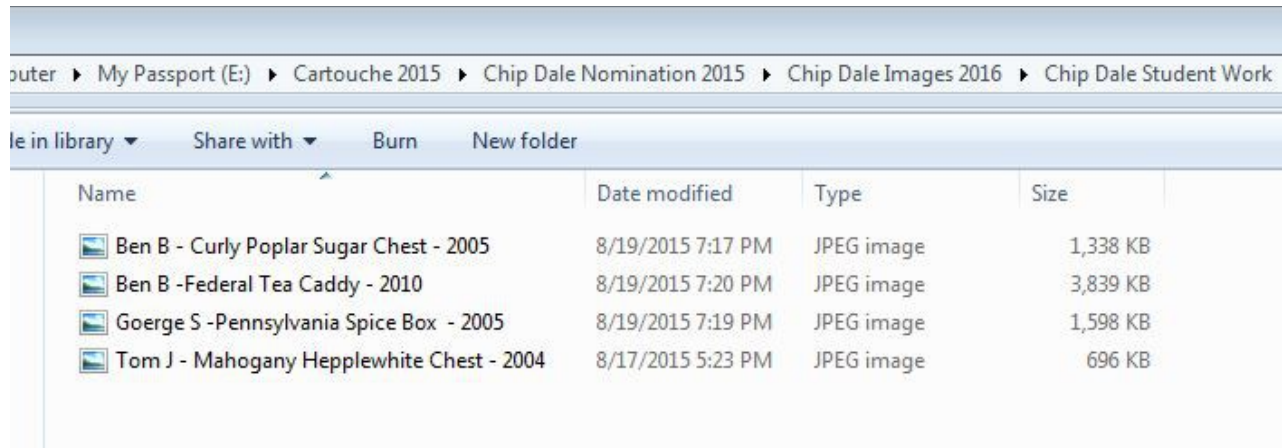
Opening the References and Nominating Folder should reveal the proper documentation labeled in the following manner:







When opening the Images Folder, the images should be j-pegs labeled in the following manner:



Student Work should be represented in a similar format:



The screenshot shows a Windows File Explorer window with the following path: Computer > My Passport (E:) > Cartouche 2015 > Chip Dale Nomination 2015 > Chip Dale Images 2016 > Chip Dale Student Work. The ribbon includes 'File in library', 'Share with', 'Burn', and 'New folder'. The main area displays a table of files:

Name	Date modified	Type	Size
 Ben B - Curly Poplar Sugar Chest - 2005	8/19/2015 7:17 PM	JPEG image	1,338 KB
 Ben B -Federal Tea Caddy - 2010	8/19/2015 7:20 PM	JPEG image	3,839 KB
 Goerge S -Pennsylvania Spice Box - 2005	8/19/2015 7:19 PM	JPEG image	1,598 KB
 Tom J - Mahogany Hepplewhite Chest - 2004	8/17/2015 5:23 PM	JPEG image	696 KB

Remember that the total number of images must not exceed 60.