

# THE IT LIST 2019 RULES

You must read The It List competition rules before preparing and sending your entry. **If you have any questions please call The It List on +44 (0)1434 610940.**

## ELIGIBILITY

- The It List 2019 is open to all hairdressing professionals **based in the UK and the Republic of Ireland** and **aged 30 or under** at the time of the closing date of Monday 20 May 2019.
- You may enter more than one It List category, but separate entry forms and CD/USB devices are required for each entry submitted.
- Different team members from the same salon may enter each category in The It List.
- Only independent salon owners (sorry, no franchisees) may enter The Entrepreneur category.

## PREPARING YOUR ENTRY/NOMINATION

- All specified sizes, formats, word and page counts and video time limits must be adhered to. Page counts do not include front and back covers.
- Please do not affix the completed entry/nomination form to your entry.
- If you are submitting a video (see The Visionary and The It Guy/Girl categories), this must be provided on a separate CD/USB device and clearly marked 'video submission'.

## COPYRIGHT

- It is the responsibility of the entrant to ensure all materials and imagery submitted as part of their entry – including the requested supplementary images supplied on a CD/USB device – are cleared for publication in any and all of Alfol Ltd print and digital products, including all editions of Creative HEAD and all supplements, at creativeheadmag.com, all Creative HEAD social media networks, in any associated competition material, and in any other coverage of and publicity for The It List.

## COMPLETING THE ENTRY/NOMINATION FORM

- An entry form that has been completed and signed by the actual entrant must accompany each entry. It is not possible to sign entry forms on behalf of a third party.
- If you are a salon owner or manager and are nominating your salon assistant for The Rising Star, you must complete The Rising Star nomination form.
- The details provided on the completed entry/nomination form must be the entrant's and/or nominator's own.
- You can download The It List entry/nomination form and individual category criteria at [creativeheadmag.com/theitlist](http://creativeheadmag.com/theitlist).
- Photocopies of the entry/nomination form will be accepted.
- Please ensure all the details provided on the completed It List entry/nomination form are correct. We use this information for all communication purposes and in any publicity should you reach the finals. Please inform The It List of any changes by calling 01434 610940.
- We communicate primarily by email, so please ensure you give us an email address where we can reach you directly (ie, not the email address of your PR company, or the salon's general email address).

## SUBMITTING YOUR ENTRY/NOMINATION

- Only hard copy entries will be considered. Digital entries/nominations (eg, PDF files) cannot be accepted.
- A CD or USB device, containing the required supplementary imagery as stated within each category criteria, must accompany each entry/nomination.
- Entries/nominations must arrive at the address given by 5pm on Monday 20 May 2019.

- Office hours for delivery: 9am until 5pm, Monday to Friday.
- We recommend you use a recorded/signed-for postal service, so you can track delivery. If using a courier, it may be helpful to ensure the courier company has the following contact number in case of any complications: +44 (0)20 7324 7542.
- Entry/nomination material will only be returned (excluding The Visionary) if the entrant supplies a suitable stamped, self-addressed envelope (SAE) and ticks the relevant box on the entry form. A separate stamped SAE must be supplied for each entry.

## RETURN OF ENTRIES/NOMINATIONS

- Successful entries/nominations may be required for up to 12 months after the competition closing date and will be returned thereafter, provided a suitable stamped SAE was provided and the applicable box ticked on the entry form.
- Unsuccessful entries/nominations will be returned no later than four months after the competition closing date, provided a suitable stamped SAE was supplied and the applicable box ticked on the entry form.
- Entries submitted without a stamped SAE will be disposed of four months after the competition closing date.
- We are unable to return The Visionary entries.
- We are unable to return CDs/USB devices.

## JUDGING

- Panels of expert judges will assess The It List entries/nominations.
- Judges allocate points to each entry/nomination based on a fair and independently supervised judging system. Scores are handed to an adjudicator, who collates the marks to determine an overall result.
- There will be a maximum of five finalists in each category.
- A list of judges will be available on request after Tuesday 11 June 2019.

## FINALISTS

- Finalists will be notified via email no later than Friday 14 June 2019. A list of finalists will be published at [creativeheadmag.com/theitlist](http://creativeheadmag.com/theitlist) and in the July/August 2019 issue of Creative HEAD.
- Finalists will be invited to attend The It List Grand Final in London on Monday 2 September 2019. Travel expenses cannot be reimbursed.

## GENERAL

- The judges' decision is final. No correspondence will be entered into.
- Winners' prizes must be accepted as offered. There is no cash alternative.
- No employee of Alfol Ltd or ghd, or their families, is allowed to enter The It List.
- No entries will be accepted after 5pm on Monday 20 May 2019.
- Proof of postage is not proof of delivery.
- If an entry does not comply with the entry criteria, it will be disqualified.
- Entry implies acceptance of these Rules.
- We will use your details to communicate with you for the duration of the competition. We will not pass on your details to third parties. Visit [creativeheadmag.com/privacypolicy](http://creativeheadmag.com/privacypolicy). You may contact us at any time to request removal of your data by calling +44 (0)1434 610940.