# Email Format for Submission

To assist the GCCs with efficiently evaluating the many submissions from across our organization, there is a need for uniformity in the costume submissions.

Each costume submission, whether it is a first time submission, current member, costume upgrade, or Saber Guild leadership, will follow the outlined process and contain the information included below:

# Email Subject

Each submission will have one of the following three subject lines listed below based on the submission category:

1. For a NEW MEMBER SUBMISSION, the Subject Line should be completed as:
   1. MM/DD/YYYY||NEW Member [Username: Forum User Name] Standard Name
2. For an EXISTING MEMBER requesting an additional costume, the Subject Line should be completed as:
   1. MM/DD/YYYY Additional Costume [Username: Forum User Name] Standard Name
3. For COSTUME UPGRADES/species changes/etc, the Subject Line should be completed as:
   1. MM/DD/YYYY Costume Upgrades [Username: Forum User name] Standard Name
4. For all Face Characters please use the Standard Name that will be judged. Example: New Hope Luke, Ahsoka Series ben Kenobi, etc.

Once a submission is approved, the word Pending will be changed to APPROVED, the date of approval and have the Members' SG-# after that (so APPROVED 02/16/2017 SG-###), then submission will be sent to the Temples' archives.

# Submission Template

Please include the following information on the member's application based on the kind of character being submitted.

## For a GENERIC CHARACTER submission

- LCC Email
- Temple Name
- Applicant Name
- Applicant Age
- Forum username

- Applicant Email
- Location (Member's City, State)
- SG number (if already a member)
- Character's Affiliation (Jedi or Sith)
- Character Name
- Which standard the costume is being submitted under (main addendum, face character, template, etc)
- **Costume Description**:
  - Outer Tunic Color
  - Under Tunic Color
  - Tabard Color
  - Obi Color
  - Belt Color
  - Pouch Color
  - Trousers/Skirt Color
  - Gloves Color(if present)
  - Boots Color
  - Cloak Color (if present)
  - Armor Color (if present)
- Lightsaber Brand and Model
- Blade Color
- Link to costume photos

# For a FACE CHARACTER submission

- LCC Email
- Temple Name
- Applicant Name
- Applicant Age
- Forum username
- Applicant Email
- Location (Member's City, State)
- SG number (if already a member)
- Character's Affiliation (Jedi or Sith)
- Character Name
- Which standard the costume is being submitted under (main addendum, face character, template, etc)
- Link to applicable costume standard
- **Costume Description**:
  - Outer Tunic Color
  - Under Tunic Color
  - Tabard Color
  - Obi Color
  - Belt Color
  - Pouch Color
  - Trousers/Skirt Color

- - Gloves Color(if present)
  - Boots Color
  - Cloak Color (if present)
  - Armor Color (if present)
- Lightsaber Brand and Model
- Blade Color
- Link to costume photos

**Note**: If no published standard exists, the applicant may either link to a draft standard on the forums of the applicable club (preferred) or include a full gallery of reference images showing the full back, front, and sides of the costume from head to toe. Applicants who choose to go the reference gallery route may also include a mockup of a draft standard, if none exists in other clubs. We recommend that applicants planning to submit costumes for which no standard exists confer with the GCCs on the level of accuracy which will be required before costume construction begins.

Once you have submitted a costume for approval, please announce it in the LCC chat on Facebook.

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