



# ENTRY FORM CHECKLIST

**PLEASE READ INSTRUCTIONS CAREFULLY!**

**a. HOW TO COMPLETE THE OLD MUTUAL TROPHY WINE SHOW ENTRY FORM:**

1. Save the Old Mutual Trophy Wine Show 2019 Excel Entry Form template to your Desktop.
2. Open the template and save the Excel file as a new file e.g. **OMTWS 2019 - Producer Name - Entry Form 1.xls**
3. Complete the entry form with as much information as far as possible by typing in the relevant cells (handwritten entries will not be accepted). Where details are not yet available these can be forwarded at a later stage.
4. Each time the number of wines entered exceeds 6 open the template again and save the Excel file as a new form e.g. **OMTWS 2019 - Producer Name - Entry Form 2.xls**.  
**Please DO NOT insert Excel lines/cells**
5. Complete the table below detailing the status of supporting documents required for all your wine entries.
6. Email your entry form(s) to [alex@outsorceress.co.za](mailto:alex@outsorceress.co.za), attaching this completed checklist and supporting documents.
7. Print out a copy of your completed entry form(s) for your records.

**b. COMPLETE THE TABLE BELOW AND EMAIL THIS FORM TOGETHER WITH YOUR COMPLETED OMTWS 2019 ENTRY FORM(S) TO [alex@outsorceress.co.za](mailto:alex@outsorceress.co.za).**

NAME OF PRODUCER:				
Please tick ✓ each relevant block where applicable. If an item is not attached, confirm in COMMENT section when item will be received.				
DOCUMENTS REQUIRED FOR COMPLETED ENTRY	ATTACHED?		NO. WINES/DOCS	COMMENT (please advise here about outstanding documentation still to be received)
	Y	N		
1. Entry Form completed in full				
2. WSB 2a certificate for EACH wine entered				
3. WSB 4a certificate for EACH wine entered				
4. Copy of wine label for EACH wine entered				
5. Organic wine entries only: a copy of producer's certification from an organic / biodynamic wine agency				