

## Oratory Coordinator To Do List

1. Set your deadline.
2. Write your name, phone number, email address and your local deadline on the poster.
3. **Getting the word out** is one of the most important parts of a successful contest: schools, churches, parents and students. You are developing advocates for life.
4. Publicize contest, distribute posters, email, mail, person to person, youth groups, church announcements, home school groups, Christian schools, bookstores, social media, etc.
5. You can deliver information to local radio stations for community news announcements; (if possible, arrange for an interview at the station). Local newspapers may also have a space for an announcement.
6. Provide each student expressing interest in the oratory contest packet including:
  - A) Information sheet with date to contact information
  - B) ORTLEF Contest Rules
  - C) Oratory Contest Ballot
  - D) Speech Pointers
  - D) CARS Criteria
7. Arrange to have **3 judges** for the oratory contest. Arrange for an emcee and timekeeper.
8. Please make sure that the contestants' speeches **focus on abortion, euthanasia, infanticide, embryonic or adult stem cell research**. They should address one of these topics directly, using other topics only as support.
9. Prepare the required documents and send a qualified local winner to the state competition. Important: A copy of the winning speech must be sent to the office immediately after judging is complete.
10. Send all **final documents** to be received in the office no later than **February 10, 2020**:
  - A) State entry form. All information must be legible.
  - B) Contestant's speech as presented at the local contest. Word document preferred.
    1. Small revisions may be made to the speech before the state competition. Please refer to the rules. If revisions are made, a final copy of the speech must be submitted to the state coordinator no later than February 10, 2020.
  - C) Contestant's biography: No more than 100 words written in third person.
  - D) Contestant's photo: Shot of head and shoulders only. Minimum dpi 250 jpg format. It must not be blurry.