

# Drawing & Essay Contest Coordinator's To-Do List

## Preparation

[Review contest coordinator handbook](#): notice Local Contest Application Form should be printed on white cardstock and drawings will be made on the back of the Local Contest Application Form and essays and computer drawings need to be attached to the Local Contest Application Form with either tape or staples.

[Make your lists](#): all persons assisting you, including their contact information, also all entities or groups that will be participating, promoting or potentially participating in your contests.

[Set your local deadline](#): allow time for your local judging & to meet the State deadline of February 3, 2020 for your first place winners to be received in the ORTLEF office.

[Write on the announcement posters](#): preferred contact information and your local deadline date.

[Identify & make a list of your judges](#): contact to verify that there are a sufficient number of judges available; recruit additional judges if necessary.

[Set your date & judging parameters](#): after you determine whether you want collective judging all in one place, or, plan to send entry copies home with judges, share those plans and dates with the judges. You will want to communicate those in advance.

[Order prizes from Dawn](#): send in your prize list in time to allow for your order to be filled, mailed and received by you in advance of any presentation you plan.

## Promotion

[Deliver announcement posters to places of participation](#): distribute posters, application forms & prize information to schools, churches, homeschool groups, religious education classes & all that you've identified as participants or potential participants.

[Communicate procedures with Contest participant groups](#): include instructions to have their students write their name, county, school, phone number & grade on the Local Contest Application and ALSO lightly on the back of their entries (not the front). This is for identification purposes in case their entries get separated from their application forms.

[Encourage participation including video](#): mention the cash prizes and the display of winners' entries at Conference; be sure to invite them to attend the Conference.

[Perform follow-up calls/visits](#): to encourage participation & answer any questions; this is something assistants can do, particularly with those groups they initially contacted.

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## Production

[Collect entries for judging:](#) You or assistants collect the contestant entries and student application forms on or shortly after the deadline date you originally set; make copies of entries as needed and the appropriate number of judging forms for judges to complete their task.

[Distribute entries and judging forms:](#) contact judges to pick up entries & judging forms or gather them at your pre-determined meeting place for collective judging; check to be certain judges aren't related to contestants in the division they will be judging & names of contestants are not visible to judges on any entries; in the case of essays, photocopy fronts and blank out any names visible on the copies. With drawings you can also make copies & distribute or you can have them judged in one place at one time being certain no names are visible.

[Collect judges' score sheets and entries:](#) You or the judges, or others helping you, will tally judging scores to determine 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place winners.

[Schedule presentation date:](#) The scheduling of any local presentation and/or return of entries and prizes is at your discretion. You may want to present before sending the first place winning entries to State or you may wait until after the Conference and present them all at the same time.

[Submit all 1<sup>st</sup> place winning entries:](#) including a State Application form, filled out for each entry; send to Dawn to arrive no later than February 3, 2020.