



CONTEST CHECKLIST

We invite you to use this “unofficial” contest checklist as you organize your own *Laws of Life* Essay Contest. In subsequent sections, we explain in detail each of the different components of the checklist.

Getting Started

- Assemble a contest committee
- Secure contest funds
- Develop a contest timeline
- Develop a contest budget

Promoting the Contest

- Introduce the contest to schools, organizations, and individuals in your community

Working with Schools

- Identify a school coordinator
- Distribute the Teacher’s Guide
- Hold a “Teachers’ Meeting”
- Distribute posters, flyers, and entry forms
- CASE STUDY: How one volunteer gets thousands of teens each year to write about their *laws of life*

Judging the Essays

- Secure essay screener(s)
- Select a committee of judges
- Distribute instructions to judges
- Forward essays to judges

Planning the Awards Event

- Organize awards banquet/reception
- Design and mail invitations
- Print programs for awards event
- Prepare certificates and awards

Publicity

- Promote the contest in your local media

Publishing the Essays

- Publish and distribute the award-winning essays

After the Contest

- Assess all contest activities