

Announcing the contest

ANNOUNCEMENT CHECKLIST

- ☑ Tell students what the contest is all about.
- ☑ Talk about the prizes.
- ☑ Recognize the contest sponsor(s).
- ☑ Use examples to help students identify their own *laws of life*.
- ☑ Describe the procedures that protect confidentiality.
- ☑ Inform students of the deadline date.
- ☑ Announce the awards reception or dinner for the finalists.

Every teacher announces and promotes the essay contest in his or her own "style." The Announcement Checklist above may be helpful. Remember, do what fits!

