

## Poster Contest Checklist

- Conduct Contest from 3/1/2010 through 10/31/2010
  - Mail contest brochures to schools
  - Send brochure with cover letter to school districts
  - Send announcement to school/PTA newsletters (include information about incentives if you are offering them)
  - Send brochure with cover letter to children's organizations (Boy Scouts, Girl Scouts, 4-H Clubs, Science Clubs, etc.)
  - Post contest information on your website
  - Send brochure with cover letter to libraries
  - Make follow up calls to schools
  - Enter all posters into tracking form as they are received
- Judge posters
  - Choose 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners
  - Take photo of winners for your records
  - Send three winners to Kansas State University
  - Create Certificate of Participations for all entries
- Notify contest winners ([see template](#))
- Notify Parents ([see template](#))
- Notify Teacher ([see template](#))
- Notify Principal ([see template](#))
- Notify state/local officials ([see template](#))
  - Mayor
  - State Senator
  - State Representative
  - School Superintendent
  - State Radon Contact
  - Director of Local Health Dept.
- Call local officials to confirm availability
- Start award ceremony planning ([see sample budget template](#))
- Contact the winning student's PTA, local service organizations, and local businesses to see if they would like to sponsor part of the ceremony or donate prizes to the winner and/or teacher
- Set a date for the awards ceremony
- Acquire a location in which to hold the ceremony ([see facility checklist](#))
  - Types of potential facilities
    - City/Town Hall
    - School Auditorium
    - Hotel Ballroom or Conference room
    - Service organization meeting space—Elks Lodge, Chamber of Commerce, Rotary Club, Community College
- Help contest winners make travel arrangements to attend the ceremony
  - Consider planning pre-ceremony activities for the contest winners

- Tour of state capitol
  - Meetings with state officials
- Notify local and state-wide media of the winners and the upcoming ceremony ([see press release template](#))
- Notify the community of the winners and ceremony
  - Prepare and send speaking invitations: ([see speaker invitation template](#))
  - Winners' friends and family members ([see postcard invitation template](#))
- Prepare plaques or certificates with the winners' names to be presented at the ceremony ([see certificate template](#))
  - Enlarge photos taken earlier for display at ceremony
  - Develop an agenda with speaker order and topics
- Arrange for photos to be taken at the ceremony
- Make radon literature/educational materials available for attendees ([see radon publication order form](#))
- Decide how posters will be displayed at the ceremony (Will you use an easel? Will it be draped?)
- Design an awards ceremony program to hand out to attendees
- Prepare Press Kit to hand out at ceremony
  - Order of speakers
  - Bio of speakers
  - Press Release ([see press release template](#))
  - Photo of the winning posters
  - Contact info for winning students
  - Contact info for local radon expert
  - Basic radon fact sheet
  - Acknowledgment of any sponsors
- Decide what, if any, refreshments you will provide for ceremony attendees