

COA Checklist

Hard copies (Printed on Paper):

2 copies of the official entry form

1 copy of the 150-word bio for Agenda.

1 copy of the 75-word bio for the conference program.

4 copies of the nomination packets (each secured with a binder clip (the smaller, the better), please do not staple, put in envelopes or plastic folders, just secure each packet with a binder clip) to include (up to 9 pages) Please do not exceed the number of pages specified for each of the areas:

4 pages of narrative about the nominee.

1 page of vital information divided among professional, community and NFPW/affiliate service.

2 pages of endorsements

2 page of samples of nominee's work. If the nominee is in the electronic media, a 10-minute DVD or CD will replace the two pages of samples of nominee's work.

\$50 check made payable to NFPW.

Hard copies and in the case of electronic media work samples should be sent to Eva Marie Pearson, 219 Monk Road, Pine Bluff, AR 71602, along with a \$50 check made payable to NFPW. All entries should be postmarked by May 1, 2009.

E-mailed:

These materials should be e-mailed to the contest director:

1 copy of the 150-word bio for Agenda.

1 copy of the 75-word bio for the conference program.

1 copy of the color photograph in jpeg format at least 150 resolution.

These materials should be e-mailed to Eva Marie Pearson at epearson1960@yahoo.com by May 1, 2009.

All requests for media to be notified on behalf of the winner and runner-up should include the name and e-mail addresses of a specific person at the publication. Oftentimes, press releases arrive and either fall through the cracks or get shuffled from person to person if it is not sent to a specific person. It will be necessary to ascertain the name of the person to whom it should go to eliminate the possibility of not being run.

It is my hope that all press releases concerning the winner and runner-up can be handled by e-mail.