

2010 COA Checklist

Following is a handy checklist to help you in your preparation of your COA nomination:

Mail the following:

- Two copies of the official entry form
- One copy of a 150-word biography for *Agenda*
- One copy of a 75-word biography for the conference program
- Four copies of the nomination packet

Each packet not to exceed the number of pages specified in each section:

- Up to four pages of narrative about the nominee
- One page of vital information divided among professional, community and NFPW/affiliate service
- Up to two pages of endorsements
- Two pages of samples of nominee's work

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

- \$50 check made payable to NFPW.

Please mail the above materials to:

Pat Ryder

4285 Rosewood Lane

Allentown PA 18103-9648

All entries should be postmarked by May 1, 2010.

Also e-mail the following:

- The 50-word biography for *Agenda*
- The 75-word biography for the conference program
- One copy of a color photograph of the nominee in jpg format at least 150-dpi resolution.

E-mail to: Pat Ryder at rydrryt@earthlink.net

E-mail deadline: May 1, 2010