

Entry Checklist

STC Newsletter Competition 2003–2004

Mail entries to

Society for Technical Communication
Attn: Newsletter Competition
901 N. Stuart St., Suite 904
Arlington, VA 22203-1822

- Mail First Class or some type of special delivery.

Note: The STC office will provide confirmation of the receipt of your entry.

Eligibility Checklist (Competitive Entries)

| | | | |
|--|--|---|---|
| Frequency <input type="checkbox"/> Chapters <input type="checkbox"/> Student chapters <input type="checkbox"/> SIGs | Issues Per Year 6 4 3 <i>(min.)</i> | Year <input type="checkbox"/> Issues published within the competition year (February 1, 2003 to January 31, 2004) | Choose Media <input type="checkbox"/> Paper or online, but not both |
| <p>Note: You do <i>not</i> have to meet <i>all</i> the criteria on the supplemental checklist to be eligible for the competition or for evaluation. Your newsletter may still be very competitive if items are not included in that checklist.</p> <p>Noncompetitive Entries: You can designate your entry as such now or declare it by the second deadline.</p> | | | |

First Deadline: October 15, 2003 (postmark)

Include the following (make sure all 3 issues entered are consecutive):

| Paper and Printed PDF | Online | PDF on Diskette |
|--|--|---|
| <input type="checkbox"/> Entry Form (<i>enclosures 1-1</i>) <input type="checkbox"/> Newsletters: 8 copies for each issue submitted at this time ➤ Noncompetitive: 5 copies of each issue <input type="checkbox"/> Supplemental Checklist: 1 copy for each issue submitted at this time (<i>enclosures—chapters: 2-1 & 2-2; SIGs: 3-1 & 3-2</i>) | <input type="checkbox"/> Entry Form (<i>enclosures 1-1</i>) <input type="checkbox"/> (On Entry Form) URL for the Web site, issues to be entered; and the URL of the archived copies <input type="checkbox"/> Supplemental Checklist: 1 copy for each issue submitted at this time (<i>enclosures—chapters: 2-1 & 2-2; SIGs: 3-1 & 3-2</i>) | <input type="checkbox"/> Entry Form (<i>enclosures 1-1</i>) <input type="checkbox"/> 6 diskettes per issue with 1 copy of the issue (PDF file) per diskette ➤ Noncompetitive: 5 diskettes as above <input type="checkbox"/> Supplemental Checklist: 1 copy for each issue submitted at this time (<i>enclosures—chapters: 2-1 & 2-2; SIGs: 3-1 & 3-2</i>) |

Second Deadline: January 10, 2004 (postmark)

Include the following (make sure all 3 issues entered are consecutive):

| Paper and Printed PDF | Online | PDF on Diskette |
|---|--|--|
| <input type="checkbox"/> Newsletters: 8 copies of each remaining issue ➤ Noncompetitive: 5 copies of each issue <input type="checkbox"/> Supplemental Checklist: 1 copy for each issue submitted at this time (<i>enclosures—chapters: 2-1 & 2-2; SIGs: 3-1 & 3-2</i>) | <input type="checkbox"/> Supplemental Checklist: 1 copy for each issue submitted at this time (<i>enclosures—chapters: 2-1 & 2-2; SIGs: 3-1 & 3-2</i>) | <input type="checkbox"/> 6 diskettes per issue with 1 copy of the issue (PDF file) per diskette, for each remaining issue ➤ Noncompetitive: 5 diskettes as above <input type="checkbox"/> Supplemental Checklist: 1 copy for each issue submitted at this time (<i>enclosures—chapters: 2-1 & 2-2; SIGs: 3-1 & 3-2</i>) |

