

Outstanding in your field?



2011 Competition Entry Checklist



Use this handy checklist when preparing your entry for shipping.

<input type="checkbox"/>	Allow time for shipping prior to deadline.
<input type="checkbox"/>	Make sure your director signs the original application form.
<input type="checkbox"/>	Enclose two (2) copies of: <ul style="list-style-type: none"> • Official Application Form • Concise project summary (100 words that describe the project) • Four page project description, one page for each phase.
<input type="checkbox"/>	Arrange your presentation book in four tabbed sections: <ul style="list-style-type: none"> • Needs Assessment • Planning • Implementation • Evaluation
<input type="checkbox"/>	Other supporting materials used in this project include: <ul style="list-style-type: none"> <input type="checkbox"/> Non-print samples <input type="checkbox"/> Digital media <input type="checkbox"/> CD <input type="checkbox"/> DVD <input type="checkbox"/> Other: please list (use additional sheet as necessary)
<input type="checkbox"/>	Enclose copyright permission letter for any trademarked or copyright material you used.
<input type="checkbox"/>	Be sure you put the name of your library on each item.
<input type="checkbox"/>	Send copies or photos of one-of-a-kind items. Do not send irreplaceable originals.
<input type="checkbox"/>	Insure package for full replacement value and confirm delivery with carrier.

Mail your completed application to:

The John Cotton Dana Library PR Awards Contest
 American Library Association/LAMA
 50 E. Huron Street Chicago, IL 60611

Selected entries will be retained for two years and available through inter-library loan.

Other entries will be returned immediately after judging. Feedback will be available upon request.

Contact: JCD Committee Chair Kim Terry: kterry@metrolibrary.org or (405) 606-3750.

Interlibrary Loan, American Library Association
 50 E. Huron St.
 Chicago, IL 60611
 800/545-2433, ext. 2153

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