

# ERLTC Event Coordinators'

## Job Description and Time Line

### Convention Events:

#### **Art:**

#### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

#### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.

#### **Late February**

- a. Send a reminder to church coordinators regarding the number of needed evaluators and confirm the participants for your event. Include schedule of convention and mention that it is important that all entries arrive before evaluation begins. Let them know that if they know a participant in their congregation that will not be there for registration, they need to make arrangements to have the piece sent ahead with someone who will be there earlier. Also offer assistance if needed.

#### **Week to 10 days prior to convention**

- a. Look on-line for a final list of participants.
- b. Print out all needed evaluation forms, rules, and other needed materials from the website. Make enough copies to have 2-3 per entry and make sure you have extras. Bring these to convention.
- c. Print out extra Student Information sheets that accompany each piece of artwork. This is attached to the back of each piece but sometimes an entry shows up without one. The STUDENT must complete and attach it to the back of their work. Church coordinators may not do this for the child.
- d. Verify number of evaluators for each church.
- e. Prepare Grade Group signs for tables. Categories are not necessary.

#### **At convention**

- a. Attend Coordinator's meeting on Friday morning. You will receive materials for your evaluators from the Convention Coordinator. (Pencils, tape, post-its)
- b. Arrange/set-up your room with all needed materials prior to participant registration if possible. Some events may have to wait until their room is available. Check with the Board contact for your event if you have any questions or need assistance.

- c. Over see the registration table for your event. Someone needs to be at the table during the entire registration time.
- d. The Art registration table will be set-up near the room where the art is displayed.
- e. As each piece arrives attach a post it to the front with a number. Put that same number on 2-3 evaluator sheets also. (It helps to have two people at the registration table)
- f. Check the back of each piece to be certain an information sheet is attached. If not, have the STUDENT complete one at the table.
- g. Have a runner to place the pieces on the appropriate table.
- h. Conduct an evaluators meeting for your event. Distribute evaluator assignments . Discuss the event guidelines and evaluation sheets. Remind evaluators to open the event with a prayer and to have grace and compassion in their evaluations. Also explain the criteria and that each evaluator will evaluate several pieces. Each piece will receive 2-3 evaluations.
- i. Oversee your event.
- j. After all participants have completed the event compile all evaluator comments and mark the final award level for each participant.
- k. Turn the evaluation sheets into the Awards room. Be available to the Awards coordinator in case there is a question about an award level for a participant.

## ***Bible Bowl:***

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.
- d. Ask churches to seriously commit to submitting questions to use at convention so you do not have to write them all. This also gives churches input in the difficulty and types of questions being asked. Be sure to put a due date to have the questions turned in by.

### **Late February**

- a. Send a reminder to church coordinators regarding the number of needed evaluators and confirm the participants for your event. Include schedule of convention and offer assistance if needed.
- b. Also send a request for the submission questions to the churches you have not received any from.
- c. Begin the process of balancing the questions, easy, moderate, and hard.

### **Week to 10 days prior to convention**

- a. Look on-line for a final list of participants.
- b. Print out all needed evaluation forms, rules, and other needed materials from the website. Bring these to convention.
- c. Verify number of evaluators for each church.

### **At convention**

- a. Attend Coordinator's meeting on Friday morning. You will receive materials for your evaluators from the Convention Coordinator.(2 stop watches, 2 bells, and pencils) You must bring the questions and grade sheets.
- b. Arrange/set-up your room with all needed materials prior to participant registration if possible. Some events may have to wait until their room is available. Check with the Board contact for your event if you have any questions or need assistance.
- c. The hotel should set up the tables and chairs. You are responsible for setting up the dividers.
- a. Check on set-up of tables and location of the two groups. Make sure there is enough space(tables, chairs and dividers) for the number of teams registered. ERLTC will provide all the materials for the dividers every year.
- d. Over see the registration table for your event. Someone needs to be at the table during the entire registration time. It is good to have the coaches do the registering for the teams.
- e. Conduct an evaluators meeting for your event. Distribute evaluator assignments and other needed roles. Discuss the event guidelines and evaluation sheets. Remind evaluators to open the event with a prayer and to have grace and compassion in their evaluations.
- f. Oversee your event.

- g. Start on time and keep it moving.
- h. After all participants have completed the event compile all evaluator comments and mark the final award level for each participant.
- i. Turn the evaluation sheets into the Awards room. Be available to the Awards coordinator in case there is a question about an award level for a participant.

## ***Bible Reading:***

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.

### **Late February**

- a. Send a reminder to church coordinators regarding the number of needed evaluators and confirm the participants for your event. Include schedule of convention and offer assistance if needed.

### **Week to 10 days prior to convention**

- a. Look on-line for a final list of participants.
- b. Print out all needed evaluation forms, rules, and other needed materials from the website. Bring these to convention.
- c. Verify number of evaluators for each church.

### **At convention**

- a. Attend Coordinator's meeting on Friday morning. You will receive materials for your evaluators from the Convention Coordinator.
- b. Arrange/set-up your room with all needed materials prior to participant registration if possible. Some events may have to wait until their room is available. Check with the Board contact for your event if you have any questions or need assistance.
- c. The students like to have a podium to place their Bibles on and read from. Check with your Board contact to see if you need to arrange to get one from the hotel with stool if needed or if one was brought for you.
- d. Over see the registration table for your event. Someone needs to be at the table during the entire registration time.
- e. Conduct an evaluators meeting for your event. Distribute evaluator assignments and other needed roles. Discuss the event guidelines and evaluation sheets. Remind evaluators to open the event with a prayer and to have grace and compassion in their evaluations.
- f. Oversee your event.
- g. After all participants have completed the event compile all evaluator comments and mark the final award level for each participant.
- h. Turn the evaluation sheets into the Awards room. Be available to the Awards coordinator in case there is a question about an award level for a participant.

## ***Chorus:***

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.

### **Late February**

- a. Send a reminder to church coordinators regarding the number of needed evaluators and confirm the participants for your event. Include schedule of convention and offer assistance if needed.

### **Week to 10 days prior to convention**

- a. Look on-line for a final list of participants.
- b. Print out all needed evaluation forms, rules, and other needed materials from the website. Bring these to convention.
- c. Verify number of evaluators for each church.

### **At convention**

- a. Attend Coordinator's meeting on Friday morning. You will receive materials for your evaluators from the Convention Coordinator.
- b. Arrange/set-up your room with all needed materials prior to participant registration if possible. Some events may have to wait until their room is available. Check with the Board contact for your event if you have any questions or need assistance.
- c. Over see the registration table for your event. Someone needs to be at the table during the entire registration time.
- d. Conduct an evaluators meeting for your event. Distribute evaluator assignments and other needed roles. Discuss the event guidelines and evaluation sheets. Remind evaluators to open the event with a prayer and to have grace and compassion in their evaluations.
- e. Oversee your event.
- f. After all participants have completed the event compile all evaluator comments and mark the final award level for each participant.
- g. Turn the evaluation sheets into the Awards room. Be available to the Awards coordinator in case there is a question about an award level for a participant.

## ***Conversational signing:***

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.

### **Late February**

- a. Send a reminder to church coordinators regarding the number of needed evaluators and confirm the participants for your event. Include schedule of convention and offer assistance if needed.

### **Week to 10 days prior to convention**

- a. Look on-line for a final list of participants.
- b. Print out all needed evaluation forms, rules, and other needed materials from the website. Bring these to convention.
- c. Verify number of evaluators for each church.

### **At convention**

- a. Attend Coordinator's meeting on Friday morning. You will receive materials for your evaluators from the Convention Coordinator.
- b. Arrange/set-up your room with all needed materials prior to participant registration if possible. Some events may have to wait until their room is available. Check with the Board contact for your event if you have any questions or need assistance.
- c. Over see the registration table for your event. Someone needs to be at the table during the entire registration time.
- d. Conduct an evaluators meeting for your event. Distribute evaluator assignments and other needed roles. Discuss the event guidelines and evaluation sheets. Remind evaluators to open the event with a prayer and to have grace and compassion in their evaluations.
- e. Oversee your event.
- f. After all participants have completed the event compile all evaluator comments and mark the final award level for each participant.
- g. Turn the evaluation sheets into the Awards room. Be available to the Awards coordinator in case there is a question about an award level for a participant.

## ***Drama:***

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.

### **Late February**

- a. Send a reminder to church coordinators regarding the number of needed evaluators and confirm the participants for your event. Include schedule of convention and offer assistance if needed.

### **Week to 10 days prior to convention**

- a. Look on-line for a final list of participants.
- b. Make a schedule for the teams to use at convention. One way is to put all the team names in a hat and draw out one team at a time. The order you draw is the order for convention.
- c. Print out all needed evaluation forms, rules, and other needed materials from the website. Bring these to convention.
- d. Verify number of evaluators for each church.

### **At convention**

- a. Attend Coordinator's meeting on Friday morning. You will receive materials for your evaluators from the Convention Coordinator.
- b. Arrange/set-up your room with all needed materials prior to participant registration if possible. Some events may have to wait until their room is available. Check with the Board contact for your event if you have any questions or need assistance.
- c. Over see the registration table for your event. Someone needs to be at the table during the entire registration time.
- d. Conduct an evaluators meeting for your event. Distribute evaluator assignments and other needed roles. Discuss the event guidelines and evaluation sheets. Remind evaluators to open the event with a prayer and to have grace and compassion in their evaluations.
- e. Oversee your event.
- f. After all participants have completed the event compile all evaluator comments and mark the final award level for each participant.
- g. Turn the evaluation sheets into the Awards room. Be available to the Awards coordinator in case there is a question about an award level for a participant.

## ***Puppets:***

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.
- d. Inform the coordinator that ERLTC would like to have a library of puppet scripts. Each team will be asked to turn in their puppet scripts to put in the library to assist teams in the future create better puppet scripts. Along with the puppet script the writer of the script will need to submit a rights release form.
- e. Discuss with your Board contact about the puppet stages. Make sure you have the number of needed stages. Also get volunteers to help you set up the stages at convention.

### **Late February**

- a. Send a reminder to church coordinators regarding the number of needed evaluators and confirm the participants for your event. Include schedule of convention and offer assistance if needed.

### **Week to 10 days prior to convention**

- a. Look on-line for a final list of participants.
- b. Make a schedule of the teams, their performance times, and rooms. Print out to take to convention.
- c. Print out all needed evaluation forms, rules, and other needed materials from the website. Bring these to convention.
- d. Verify number of evaluators for each church.

### **At convention**

- a. Attend Coordinator's meeting on Friday morning. You will receive materials for your evaluators from the Convention Coordinator.
- b. Arrange/set-up your room with all needed materials prior to participant registration if possible. Some events may have to wait until their room is available. Check with the Board contact for your event if you have any questions or need assistance.
- c. You will need to set-up the puppet stages. Be sure to have a time your volunteers can meet you to help get the stages up.
- d. Over see the registration table for your event. Someone needs to be at the table during the entire registration time.
- e. Conduct an evaluators meeting for your event. Distribute evaluator assignments and other needed roles. Discuss the event guidelines and evaluation sheets. Remind evaluators to open the event with a prayer and to have grace and compassion in their evaluations.
- f. Oversee your event.

- g. After all participants have completed the event compile all evaluator comments and mark the final award level for each participant.
- h. Turn the evaluation sheets into the Awards room. Be available to the Awards coordinator in case there is a question about an award level for a participant.

## ***Song Leading:***

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event. Remind that the CCL # must be on any sheet music that is used.

### **Late February**

- a. Send a reminder to church coordinators regarding the number of needed evaluators and confirm the participants for your event. Include schedule of convention and offer assistance if needed.

### **Week to 10 days prior to convention**

- a. Look on-line for a final list of participants.
- b. Print out all needed evaluation forms, rules, and other needed materials from the website. Bring these to convention.
- c. Verify number of evaluators for each church.

### **At convention**

- a. Attend Coordinator's meeting on Friday morning. You will receive materials for your evaluators from the Convention Coordinator.
- b. Arrange/set-up your room with all needed materials prior to participant registration if possible. Some events may have to wait until their room is available. Check with the Board contact for your event if you have any questions or need assistance.
- c. There needs to be a table set up in the room. Also the projectors for the participants to use will be in the holding room.
- d. Over see the registration table for your event. Someone needs to be at the table during the entire registration time.
- e. Conduct an evaluators meeting for your event. Distribute evaluator assignments and other needed roles. Discuss the event guidelines and evaluation sheets. Remind evaluators to open the event with a prayer and to have grace and compassion in their evaluations.
- f. Oversee your event.
- g. After all participants have completed the event compile all evaluator comments and mark the final award level for each participant.
- h. Turn the evaluation sheets into the Awards room. Be available to the Awards coordinator in case there is a question about an award level for a participant.

## **Speech:**

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.

### **Late February**

- a. Send a reminder to church coordinators regarding the number of needed evaluators and confirm the participants for your event. Include schedule of convention and offer assistance if needed.

### **Week to 10 days prior to convention**

- a. Look on-line for a final list of participants.
- b. Print out all needed evaluation forms, rules, and other needed materials from the website. Bring these to convention.
- c. Verify number of evaluators for each church.

### **At convention**

- a. Attend Coordinator's meeting on Friday morning. You will receive materials for your evaluators from the Convention Coordinator.
- b. Arrange/set-up your room with all needed materials prior to participant registration if possible. Some events may have to wait until their room is available. Check with the Board contact for your event if you have any questions or need assistance.
- c. The students like to have a podium to place their notes. Check with your Board contact to see if you need to arrange to get one from the hotel with stool if needed or if one was brought for you.
- d. Over see the registration table for your event. Someone needs to be at the table during the entire registration time.
- e. Conduct an evaluators meeting for your event. Distribute evaluator assignments and other needed roles. Discuss the event guidelines and evaluation sheets. Remind evaluators to open the event with a prayer and to have grace and compassion in their evaluations.
- f. Oversee your event.
- g. After all participants have completed the event compile all evaluator comments and mark the final award level for each participant.
- h. Turn the evaluation sheets into the Awards room. Be available to the Awards coordinator in case there is a question about an award level for a participant.

## **Pre-convention Events:**

### ***Poetry:***

#### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

#### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.

#### **March 1**

- a. All pre-convention submissions should be received by this date.
- b. Print and copy all needed forms for recording evaluations and submission of evaluation level.
- c. Distribute the material to the evaluators for them to evaluate.
- d. Check on-line to be sure you have submissions from all participants. Contact the church coordinator if not.

#### **Sunday before Easter**

- a. All evaluator comments should be turned in to the coordinator and compile. Mark the award level for each participant on the submission form.

#### **At convention**

- a. Provide the award level for each participant to Awards Coordinator.
- b. Bring all submissions to convention to display in the Art area.

## ***Song Writing:***

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.
- d. Inform the participants that ERLTC would like to keep a copy of all the songs submitted. The participants should submit a rights release form along with their written song.

### **March 1**

- a. All pre-convention submissions should be received by this date.
- b. Print and copy all needed forms for recording evaluations and submission of evaluation level.
- c. Distribute the material to the evaluators for them to evaluate.
- d. Check on-line to be sure you have submissions from all participants. Contact the church coordinator if not.

### **Sunday before Easter**

- a. All evaluator comments should be turned in to the coordinator and compile. Mark the award level for each participant on the submission form.

### **At convention**

- a. Provide the award level for each participant to Awards Coordinator.
- b. Bring all submissions to convention to display in the Art area.

## ***Video Drama:***

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.

### **March 1**

- a. All pre-convention submissions should be received by this date.
- b. Print and copy all needed forms for recording evaluations and submission of evaluation level.
- c. Distribute the material to the evaluators for them to evaluate.
- d. Check on-line to be sure you have submissions from all participants. Contact the church coordinator if not.
- e. Check with your Board contact to make sure a way to show the video dramas submitted can be shown at convention. It will need to be decided if a whole group showing or an individual TV should be used.

### **Sunday before Easter**

- a. All evaluator comments should be turned in to the coordinator and compile. Mark the award level for each participant on the submission form.

### **At convention**

- a. Provide the award level for each participant to Awards Coordinator.
- b. Bring all submissions to convention to display in the Art area if a single TV is to be used or submitted to the sound men if whole group is going to be used to show the dramas submitted.

## **Web Design:**

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.
- d. Inform the participants that ERLTC would like to showcase the web page submissions on [www.ertlc.org](http://www.ertlc.org). Because obtaining host access to put web pages on the Internet can be difficult, the web administrator will accept web pages submitted via email. If the students can obtain a host access and place their pages on the Internet themselves, that is fine too.

### **March 1**

- a. All pre-convention submissions should be received by this date.
- b. Print and copy all needed forms for recording evaluations and submission of evaluation level.
- c. Distribute the material to the evaluators for them to evaluate.
- d. Check on-line to be sure you have submissions from all participants. Contact the church coordinator if not.
- e. Check with your Board contact to see what would be the best way to display the web pages at convention. Make a decision and make those needed arrangements.

### **Sunday before Easter**

- a. All evaluator comments should be turned in to the coordinator and compile. Mark the award level for each participant on the submission form.

### **At convention**

- a. Provide the award level for each participant to Awards Coordinator.
- b. Bring all submissions to convention to display in the Art area or however it has been decided to display the web pages.

## **Challenge Events:**

### ***Bulletin Board / Classroom Door:***

#### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

#### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.
- d. Remind the coordinator to take pictures of the bulletin boards or doors to bring to convention for display in the Art area.

#### **March 1**

- a. All Challenge submissions should be received by this date.
- b. Check on-line to be sure you have submissions from all participants. Contact the church coordinator if not.
- c. Purchase a project display board and label it with ERLTC, the year, and the theme.
- d. Remind church coordinators to bring the pictures of the boards and doors with them to convention. Each picture should be labeled with the church name, church #, participants name and age. The coordinator should bring the pictures to the registration table for Art during the registration period.

#### **Prior to convention**

- a. Compile all challenge submission sheets. Make sure each has an award level marked.

#### **At convention**

- a. Provide the Award level for each participant to the Awards Coordinator.
- b. Set-up board in the Art room.
- c. Be at the Art table to collect the pictures and to attach them to the display board. Be sure to write the church, participant, and age below the picture for viewers to see.
- d. Let the coordinators know they can pick up the pictures during the designated art retrieval time.

## ***Daily Devotional, Reading, Scripture, Teaching, Leadership, Platinum, and Signing for the Deaf:***

### **October**

- a. Look on-line in the registration area to get a list of email addresses and contact information for church coordinators.
- b. Email the church coordinators and get the names and contact information for the event coordinator for your event.

### **January (about two weeks after close of registration)**

- a. Check on-line to see which students and churches are participating in your event.
- b. Send an introductory email to church coordinators and/or event coordinator at each congregation that is participating in your event. Include information about yourself, contact info, and a reminder of the number of evaluators needed in your event at conventions from their church.
- c. Also attach a copy of the rules for your event.
- d. Encourage different ways the participants can fulfill the requirements for the challenge event, incorporating it in class time, worship time, and whole group time.

### **March 1**

- a. All Challenge submissions should be received by this date.
- b. Check on-line to be sure you have submissions from all participants. Contact the church coordinator if not.

### **Prior to convention**

- a. Compile all challenge submission sheets. Make sure each has an award level marked.

### **At convention**

- a. Provide the Award level for each participant to the Awards Coordinator.