

## **Standing Committees** **(Appointed Positions)**

***Writing Contest/Anthology:*** Comprised of a Contest Chairperson, an Anthology Chair, an Anthology Distribution Chair, and any number of members. This committee will coordinate the Annual Adult Writing Contest by obtaining judges, soliciting entries, distributing entries to judges, forwarding winning entries to the Anthology Chair in a timely manner for compilation and editing of a Contest winners' Anthology, distribution of the Anthology and preparing awards certificates for winners to be presented at the Annual Conference. Written reports should be presented at the fall and spring Executive Board meetings for the Contest. Written reports may be requested on the Anthology and its distribution for the fall Executive Board meeting. Scheduling is vital for the Contest and the Anthology. Working with the Publicity Chair and the *WYO-Writer* Editor, news releases should be sent well in advance as well as updates until the deadline. Within a week of deadline, the judges should have the manuscripts so they can meet their deadline for return. The Anthology Chair must have the winning entries quickly so the Anthology can be printed in time for distribution at Conference.

### 1. Judges:

- Begin searching for judges immediately after Conference in June.
- Judges and their reimbursement are approved by the Executive Board at the fall meeting.
- The contract for judges sent out after Board approval should include a job description, deadline for mss. return, amount to be paid and when. Chair may also send Contest rules, WWI brochure, and a copy of the committee's time schedule. Keep a signed copy of each contract
- A general rating sheet should be developed to send to any judge who needs guidance on criteria. Instruct judges that there are to be no ties. They may name honorable mentions as they see fit.
- Mail entries to judges, along with a copy of the rules, by February 15. Provide judges with stick-on notes for comments on mss. and ask them to do as many as possible. They should definitely comment on winners. They must do a general commentary, a copy to be included with each returned ms. Include an SASE for judges with sufficient postage for return of mss. and any enclosure. Keep cover sheets, affidavits of authorship, and return envelopes.
- Send judges a message on March 25, reminding them to return entries, the list of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners, and critiques on or before April 1.
- Send a copy of the Anthology with a personal thank-you note to each judge.

### 2. Rules:

- Have a copy of affidavit of authorship and contest rules ready to send out as SASE's come in.
- There should be a copy of the contest rules in the Contest notebook.
- Contest Chair and any member assisting with the Contest may not enter that year's Contest.

- News releases should be short. Include a contact person's name, address, phone number and e-mail address for full information, and ask for an SASE if requested materials are to be mailed.
- Contest rules and application appear in September and November issues of the *WYO-Writer*.
- Entrants may submit mss. elsewhere after the Contest deadline
- Mss. should not have right-justified line endings.
- All mss. should contain a word or line count.
- Send postcards to the winners telling them they have won, but not what place. Ask if they wish to attend the Awards presentation at Conference, and give Conference Chair contact information.
- Winners are announced at Conference and presented with certificates and checks.
- Do not return a ms. without SASE. Mss. can be returned to those present at Conference.

### 3. Bookkeeping:

- Make sure each entry is accompanied by a check with the correct dollar amount, an affidavit of authorship, the entry category, etc.
- Log each entry and entrant onto a spreadsheet. The ledger should contain the entrant's number, the entrant's name, address, if they are a WWI member, entry title, category, if the entrant is requesting a critique, the entrant's check number and amount, the entry's postmark date, if the entrant included an SASE, and each individual entry's assigned number as there may be more than one entry per entrant.
- Pencil the category entry number on each entry and its title page.
- Pencil the entrant's number on the title sheet only. The judges do not receive title sheets.
- Accept only entries with a postmark on or before January 31. Return late entries if an SASE is enclosed, or discard if no return postage is provided.
- Send a WWI Membership brochure and Conference brochure to each non-member who requests information or enters the contest.
- The final contest report must include: total entries by how many people; number in each category; names and towns of winners; complete financial breakdown; suggestions for any changes that should be made in the guidelines. All monies must be accounted for, and the written report submitted to the Board at the Combined Executive Board meeting, with a copy inserted in the Contest notebook and an abbreviated version sent to the *WYO-Writer* Editor.
- Deliver winning entries to Anthology Chair.

### Anthology Chair:

#### 4. Anthology:

- Use previous anthologies for referral.
- Get bids for printing and coordinate with Board.
- Do not print honorable mentions; list separately in the back.
- Title "Wyoming Voices." Number the pages and have a table of contents.

- Always print the winners' home towns.
- Anthologies are PUBLISHED by WWI., PRINTED by whatever company, and EDITED by Contest Chair (if not, also list Chair). Use copyright and disclaimer as to authors' rights.
- Include ISBN, available from Charlotte Babcock or others. Include the retail price on the cover, the title on the spine, and a WWI membership application inside.

#### Anthology Distribution Chair:

- Deliver Anthologies to Conference for Member distribution to bookstores, gift stores, etc. in their area. Members who take Anthologies for distribution to bookstores, gift stores, libraries, etc. must make arrangements to pay for those copies. A WWI Member who takes copies to distribute in his/her area is responsible for providing the retailer an invoice with the name and address of the WWI Treasurer for payment. Joe Megeath currently handles distribution and the tracking system. One copy each is free to Conference attendees, and 50 copies are given to the MPIBA Chair for distribution at the annual trade show.

#### Timeline

##### September

- AC: Call for bids to print and bind Anthology.
- CC: Finalize list of judges to present to Board.
- CC: Contest rules to *WYO-Writer*.

##### October

- CC: Present list of judges for approval at fall Executive Board meeting.
- CC: First Contest press release to public.

##### November

- CC: Contest rules to *WYO-Writer*

##### December

- CC: Second news release to public.

##### January

- CC: Entry deadline January 31.

##### February

- CC: Mail entries to judges by February 15.

##### March

- CC: Reminder to judges to return mss. by April 1.
- AC: If Contest Chair is not editing Anthology, contact editor for timeframe.
- AC: Contact publisher about when to expect compiled Anthology.

##### April

CC: Contact finalists; they must send a disk of their work to the editor of the Anthology.

AC: Begin typesetting and layout for the Anthology.

## May

AC: Final design and printing for the Anthology.

CC: Arrange for printing of winners' certificates.

CC: Begin writing speech for awards presentation at Conference Contest Awards program, held in recent years at Saturday luncheon.

CC: Send list of winners to Treasurer.

CC: Request that judges be paid by Treasurer.

CC: Prepare contest report for Executive Board.

CC: Send winners a letter regarding the Conference and Awards program.

CC: Prepare a news release for each winner's hometown newspaper.

## June

DC: Have Anthology ready for Conference.

CC: Have President sign awards certificates.

CC: Announce winners at Contest Awards program.

CC: Prepare contest report for Executive Board

CC: Prepare an article on the Contest and winners for the *WYO-Writer* Summer Issue.

## September

AC, DC: Prepare a report on Anthology compilation, cost, and distribution for the fall Executive Board Meeting

5. The Contest Chair will prepare a final report for presentation to the Executive Board at Conference.

6. The Contest Chair, Anthology Chair, and Anthology Distribution volunteer will update these guidelines as necessary, and inform the Webmaster of any changes.

7. The Contest Chair will keep the all records for the year's Contest in the Contest binder, to be passed to the subsequent Contest Chair.

Wyoming Writer's Inc.  
Writing Contest Job Description

By Ann Heberlein, 6/02

Mid-June - Right after returning from the conference, begin searching for possible judges for the contest. The sooner possible judges are lined up the better. Present the list of possible judges, with a short bio on each, who have agreed to the September board meeting-they must be approved.

August-- Print contest rules in WyoWriter newsletter. Check with the current newsletter editor to see what they will require on the contest for each issue, or at least the September, October, November, and January issues. Contact members-at-large-they can help with contest publicity; send copies of the news releases and rules. Same to WWI Publicity.

Begin searching for publishers (and editors) for the Anthology. Present list to Board for their approval.

September-- After the board meeting, formally write the judges explaining what will be required of them, their deadlines, etc. Have the Affidavit of Authorship and Contest Rules ready to mail out as the SASE's com~ in.

October-- In this issue of WyoWriter, list the judges and deadlines.

January-- Final article in the WyoWriter. List rules, deadlines, and need for affidavit of authorship. Be sure to include all these in the newsletter.

Send out a second news release to newspapers.

When contest entries received, be sure each entry is accompanied by a check with the correct \$ amount, an affidavit of authorship, their entry category, etc. Log each entry and entrant onto a spreadsheet. Then on each entry pencil the entrant's # and entry #.

- The ledger should contain the entrant's number, the entrant's name, address, if they are an WWI member, entry title, category, if they want a critique, their check total and check number, the entry's postmark, if they sent an SASE, and finally the entry's assigned number (there may be more than one entry per entrant). Be sure to mark the entry's title page and entry with their category entry number (include the entrant's number on the title sheet only)-the judges should receive no title sheets identifying the author.
- If you receive entries during the first few days of February ACCEPT ONLY THOSE WITH A JANUARY 31 POSTMARK. Anything later return if there is an SASE or discard.

February 15- Mail entries to judges, with the rules. Keep the coversheets, Affidavits of Authorship and return envelopes so the entries may be returned to the entrants at the conference.

February 20 - Judging of entries begins.

March 25- Message to judges to return the entries and critiques on or before April 1 along with their list of 1st, 2nd and 3rd place winners.

Contact Anthology editor when send off winning entries. Get timeframe of editing duration, so publisher will know when to expect the compiled Anthology. Contact publisher after speaking with editor.

April 1 - Contact the finalists-they must send a disk of their work to whomever is doing the anthology (it might be you). If you are doing the anthology, begin editing right away. Then you must find someone to do the certificates for the winners. Carolyn Reimers of Gillette, WY has done them in the past. She has a computer program that designs, writes and prints the certificates.

Then write a speech for the conference to present the winners with their certificates.

## **Writing Contest Time Line**

August - Select judges

Announce contest in WyoWriter newsletter

### **List rules**

Final date the entries are due - January 31

September -- Call for bids to print and bind anthology

First news releases sent out to public

October - Contest update in WyoWriter

November - Present anthology bids to the Board for consideration

Second news releases sent out to public

January - Final WyoWriter article

List rules again

Deadline when entries are due

January 31 -- Entry deadline. Any entries with a later postmark should be discarded

February 15 -- Final date to mail entries to judges-they should arrive within 5 days

February 20 - Judging begins

March 25 -- Final date for judges to mail entries back to Contest Chair-they should arrive within 5 days

April 1 - Contest Chair should have all the entries

Contact finalists to obtain a disk of their work

Begin editing for the anthology or send entries to anthology editor Contact publisher: give "date" when will receive anthology

April 15 -- Begin typesetting and layout for the anthology

May 1 -- Final design and printing okayed for the anthology

Prepare certificates for winners

When certificates are returned from artist, printer-Contest Chair and WWI President must sign  
Send list of winners to WWI treasurer for checks to be issued Request checks to pay judges  
Report to the Board  
Send winners a letter RE: conference and award program  
Prepare a news release for the winner's hometown newspaper

June 1 -- Have anthology at WWI's annual conference for distribution Announce winners at awards luncheon  
Present final report to the Board  
Send out already prepared news releases to winner's hometown newspaper  
Prepare article to the WyoWriter newsletter

