

## BOOKMARK CONTEST COMMITTEE

1. Send out information about the contest, urging clubs to enter. This will be done by placing information in the LTLA Newsletter.
2. Make sure the president has purchased a plaque for the first place winner and ribbons for all of the winners.
3. Collect the entries in the registration area. Prepare a box that is clearly labeled "**BOOKMARK ENTRIES HERE.**" There should be a box for the junior division entries and another box for the senior division entries. Someone must be there. (10/17/98)
4. Prepare the judging forms. Remember to attach the rules for the contest to the score sheets for the judges.
5. Arrange for three judges. Remember that the sponsors of participating clubs cannot be judges.
6. Make arrangements with the LTLA/hotel liaison person for tables or easels on which to display the entries for the bookmark contest.
7. Obtain the Spirit Award packet at the time of registration. (10/17/98)
8. Obtain the requested ribbons and a plaque for the first place winner at the executive board meeting on Friday.
9. Arrange a display for the entries. Bring tacks and/or pins and cloth and/or paper to cover the easel or table, if necessary. Make a banner for the display table. (2/18/2000)
10. Assemble the judges, distribute the judging forms, and be available to the judges. Be sure that no one except the judges is in the area. (2/18/2000)
11. Compile the judges' decisions. Keep the results a secret except to give the results to the Spirit Award Committee chairman shortly after you have compiled them.
12. Announce the winners and award the prizes at the third general session. As the winners are announced, please have someone show the appropriate entries.
13. Dismantle the display before you leave the convention.
14. Attend all executive board meetings. Make copies of a written report to be presented: one for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your files. (3/5/99)
15. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.
16. Submit the first place winners to the historian to be placed in the state scrapbook. (2/13/98)

Revised February 18, 2000