

## **LOCAL CHAPTER SPECIAL EVENT AWARD**

**ALL CHAPTERS ARE INVITED TO ENTER THEIR LOCAL CHAPTER'S SPECIAL EVENT INTO THE AWARD COMPETITION.**

### **HERE ARE THE CRITERIA FOR ENTRIES:**

1. EACH LOCAL CHAPTER CAN ENTER ONLY ONE SPECIAL EVENT PER YEAR.
2. THE WORDS "LOCAL CHAPTER SPECIAL EVENT" MUST APPEAR ON THE COVER AND IN THE SUBJECT LINE OF THE EMAIL.
3. INCLUDE THE PERSON SUBMITTING THE EVENT WITH CONTACT INFO
4. SUBSEQUENT PAGES SHALL INCLUDE THE FOLLOWING REQUIRED INFORMATION/FORMAT:
  - A) DATE AND PLACE OF SPECIAL EVENT
  - B) DESCRIBE IN DETAIL THE TYPE OF EVENT HELD
  - C) INCLUDE ANY PICTURES, INVITATIONS, PR, OR ARTICLES ABOUT THE EVENT
  - D) INCLUDE THE TARGET AUDIENCE AND THE NUMBER OF ATTENDEES AT THE EVENT
  - E) LIST THE BENEFITS OF THE EVENT
  - F) WAS THIS A FIRST TIME EVENT? IF NOT, IS IT AN ANNUAL EVENT?
  - G) LIST THE EVENT COMMITTEE MEMBERS
  - H) DID YOU PARTNER WITH ANY OTHER ORGANIZATION ON THIS EVENT

**ALL ENTRIES MUST BE RECEIVED BY MAY 1ST, 2023.**

SEND YOUR ENTRY TO SPECIAL EVENT AWARD CHAIR, JACQUIE SHELLMAN.

[Jacquie.Shellman@gmail.com](mailto:Jacquie.Shellman@gmail.com) or PO Box 563, Lima, NY 14485

(Co-chair is Denise Murphy)