

## **Job Responsibilities for Poster Contest**

Submit project and tentative budget to Optimist Club for approval.

Invite a Guest Speaker or speakers that can talk about a topic related to the poster contest. The speaker can talk while the judges are judging the posters. Make sure that you have enough speakers to fill the time needed for judging.

Contact School Principal to get permission for poster contest for all \_\_\_\_\_ graders. The more contestants that are entered in the contest, the more judges that will be needed.

Contact local Boy Scout/Girl Scout Leaders to seek involvement from troops for poster contest.

Contact local Boys/Girls Club to seek involvement from children in program for poster contest.

Contact local newspaper to submit article about poster contest and give contact information for those who want to enter to obtain rules and further information. Make sure that main contact person is available to receive calls and distribute information

Contact local newspaper to submit poster contest as an item on the Community Calendar.

Develop and copy poster rules to be distributed to students in classrooms by teachers.

Seek & secure location to have actual posters displayed and judged on a designated day. Some schools will allow use of cafeterias, classrooms or auditoriums if school students are involved. The event should be held somewhere that is recognizable to the local residents. If it is warm enough, a designated area at a local park might work. Check with local malls to see if posters can be displayed. Be sure that the location has enough room to accommodate participants, parents or anyone else that might come to hear Guest Speaker(s) during judging.

Secure judges for event. Some possibilities are a local police officer familiar with skateboarders, School Resource Officer, School Nurse, local newspaper reporter or radio personality, School Art Teacher, School Principal, Optimist Officer or local doctor.

Obtain prizes. Seek donations such as a safety helmet from Wal-Mart as 1<sup>st</sup> prize. Go to local restaurants and ask for a donation such as a free large pizza coupon or a meal. Sometimes a local bank will donate a savings bond to be used as a gift. Some items might be purchased from Optimist Suppliers such as Shumsky or the Canadian Service Center.

Send press release to local newspaper about event. It is better if you have a contact to address it to such as someone who works on community events or with the school

system. (Sample press release enclosed and blank one available on OI website) If item appears, follow-up with a “thank-you “ note or call to contact person.

Ask proper contacts to remind students/troop members/ club members about Poster Contest either in announcements, club newsletter or on calendar.

Revise budget based on information from other coordinators such as prize donations obtained or facilities fees.

Re-confirm judges and give specific details such as what time judges should be there, approximately how long the judging will take and directions to the location of the contest.

Re-confirm event location and determine if any set-up will be needed and who will be doing the set-up (location personnel or Club members.) How early prior to the contest can set-up begin? Who cleans up after the event? Are there any fees involved? If so, when and how should they be paid?

Pick-up contest prizes in advance. This will allow time to make sure enough prizes are on-hand for event. Send Thank-you letters (sample enclosed) for any donations received preferably before event.

Consider awarding some type of certificate to all participants on the day of the event. Make sure to have certificates on-hand at event available through Optimist Supply or you can develop one on your own.

Have a photographer (does not need to be a professional) ready to do pictures of the event. Take pictures of the set-up, the judging, the winning poster, the winners and the prizes. Make sure that there are pictures with children not just adults!

### Day of Event

Arrive early at location to make sure area is ready to have contest.

Make sure that Club Banner is displayed in a highly visible location.

Make sure that prizes are on-hand

Make sure that a sign –in table is ready at the entrance to the contest. Have a Club Member greet all adults as they arrive and make sure they sign-in on the Guest Registry (make additional copies as needed) Be sure to have information about your Optimist Club including membership information and applications available for guest to take with them.

Greet participants and direct them to appropriate areas to display their work

Have a Club member that is assigned to the judges to make sure that they get all the judging materials they will need and know of any last minute instructions.

After judging is completed, have awards presentation. Give prizes to winners and congratulate all participants.

As soon as awards have been presented, have some Club member (usually the President) say a few words of thanks to the judges, participants and recognize any sponsors. Also say a word of thanks to the contact person for the facility that the event is held in. Say just a few words about what your Optimist Club does and provide a contact if someone would like additional information.

Make sure Club members talk to any adults that have come to the contest. Don't have the entire Club group together and only talk amongst themselves.

Begin cleaning up area as people should be leaving. This will indicate the event is over and encourage people to exit.

#### After the Event

Submit article and picture to local newspaper about event and winners.

Write thank-you cards or letters to judges.

Write thank –you cards or letters to any sponsors that have not received one.

Write thank-you cards or letters to School Principal and any Teachers who helped with project.

Write thank-you cards or letter to Boy/Girl Scout leaders or Boys/Girls Club contact who helped with project.

Write thank-you cards or letter to facilities manager for use.

Write informational letter about your Optimist Club and when the next project or meeting is with an invitation to participate. Send to everyone who signed on the Guest Registry.

Continue to follow-up with phone calls and invitations to people on Guest registry. Your next new Member could come from here.

Complete Evaluation form (sample included, form on-line) and send to either  
Optimist International                      Optimist International Canada  
4494 Lindell Blvd.                      Or      4559 boul Métropolitain est  
St. Louis, MO 63108                      St-Léonard, QC H1R1Z4 Canada

Consider doing a Community Project Activity (CPA) book for your Club to submit for District judging. (Information provided on OI website)