

Teen Poetry Contest Checklist

Budget:

Estimated Cost: ~ \$660.00

- Prizes - \$360:
 - (2) 1st place \$100
 - (2) 2nd place \$50
 - (2) 3rd place \$30
- \$250.00 for reception
- \$50 for flowers for 2 judges (*potted plants were well-received and cost less - \$12 total*)

Reception Notes:

This is where you can keep notes from year to year about what food worked, what room arrangement you used, etc.

Guideline for dates in April

April 1-15 – Teens enter poems online

April 16-18 - Web editors & YS Staff prepare poems for judges

April 19? - Drop off poems to judges

May 5 - Poems due back to Library

May 11 - Teen Poetry Night

July/August

- Reserve several evenings (from 3pm-9pm) in early May for next year's Teen Poetry Night with Meeting Room Manager.
- Contact judges to see if they are available to judge the event in mid-April and find out which dates are possible for them to host the Teen Poetry Night in early May.
- Check in with IT to arrange handling the database of poetry entries the first three weeks of April. Export them to a document for judges' reading sheets (poems with no identifiers).
- Release the evenings that don't work for judges with Meeting Room Manager.

August

- Create promotional materials:
 - Poetry Contest poster/flyers, ALL branches and schools
 - Poetry Night poster/flyers, ALL branches and schools
 - Certificates for winners only

October/November

- Begin writing a separate blog post for website to be published closer to the start of the contest.

January

- Submit updates on the Contest for the Teen Poetry website to Webeditors.
- Calls service area high schools to verify contact information for English teachers and Librarians/Media Specialists. Update Mailing Labels

February

- YS Librarian begins arrangements for reception. Plan for 100 people.
- YS Manager writes letter about the Poetry Contest, the dates, how to access & submit etc.
- YS Clerk prints out English teacher & librarian mailing labels. Mail out letters/rules by the end of February.
- Ask web editors to update Teen Poetry website with info on how to enter contest, new rules, etc.

March

- Ask to have Teen Poetry Contest prominently positioned on website in March
- Make sure the website is ready for submissions.

April 1-15

- Teens enter poems!
- Set up drop off day with judges to deliver poems

Mid April- as soon as the contest is over!

- Export info to a Google Doc for judges' reading sheets.
- **Confirm that each poet is eligible for the Contest using the main spreadsheet and patron records.**
- Print out all the eligible poems with entry numbers only (no names or identifying info) and deliver to judges organized by Grades 6-8 and 9-12. Ask them to give you the results by May 1 or earlier.
- Ask web editors to update Poetry website with Teen Poetry Night promotional info.
- Get ribbons, 2 each for: 1st, 2nd, 3rd, and Honorable mentions (12 or so)

After May 1

- Contact the winners with a phone call with the good news and explain Teen Poetry Night
- Follow up with the winners through e-mail with information about the Teen Poetry contest, congrats again, rsvp, etc.
- Invite School boards, administration and local politicians
- Arrange for checks/prizes for 1st, 2nd, and 3rd places for both grades 6-8 and 9-12. Prizes are \$100, \$50, and \$30 for a total of \$360.
- Write out or have Graphics complete the winners' Certificates.
- Plan for 100 people
- Create Google Slides presentation with winning poems for audience to follow along
- Request staff member come to the Poetry Night to take pictures

- Print out 2 podium copies of winning poems in larger font - one for judges and one for poet (NO placements listed) - ready for Poetry Night.
 - Judges like to look over poems again on that night.
 - Poets like to hold a copy of their poem.

After winners are notified/confirmed

- Send winners to Web editors and ask them to post the winners on the website the day after Poetry Night (no last names)
- Ask Webeditors to update info on the Poetry website, saying Contest is over, here are the winners, etc.
- Prepare to introduce judges at the event with Bio/intro and talking points about the contest.
- Create check-in Sheets (with NO placements listed) to confirm each poet has arrived, name pronunciation, and whether poet or judge will read the poem

The day of the Teen Poetry night....

- Gather necessary supplies using the list below
- Do sound check with mic
- Make “Judge’s Books” for each judge (6-8 and 9-12):
 - List of winners’ info including title and school
 - Copy of the poems in their category
 - Certificate for all winners including ribbons (and checks for 1st, 2nd, 3rd)

AT Poetry Night

- Have mic at higher volume
- Use Google Slides presentation of poems
- Judges will include school when announcing winners
- At end of the night request all poets come to the front for a group photo

After Poetry Night

- Check to make sure post about the winners on the website is live
- Publish blog post about the Teen Poetry Night and include picture of the winners

Supplies

- Pens
- Fine Point sharpies for last minute certificate signing, etc.
- Two print copies of each poem
- Check-in sheets
- Bio/intro of judges
- Judge’s Books with Certificates, Ribbons and/or Prizes, Checks for winners, etc. see above)