

DISTRICT AND SECTION NEWSLETTER AWARD

Submittal Deadline: April 1st

The ITE District and Section Newsletter Award may be awarded annually for excellence as a communications medium. The purpose of this award is to recognize the District or Section that, during a calendar year that produces the best series of newsletters.

ELIGIBILITY:

- Any newsletter published periodically for the full specific period is eligible for the award.
- Only newsletters written and edited by volunteer members of the district or section are eligible for the award.
- The candidate newsletters will be judged in three circulation groupings:
 - ✓ *Circulation greater than 500*
 - ✓ *Circulation 250-500*
 - ✓ *Circulation less than 250*

SUBMITTAL PROCEDURE:

- All entries must be for the time period from April 1st (previous year) to March 31st (current year).
- Please send your submissions electronically in a PDF format along with the required entry form **no later than 5pm EST on April 1st** to:

Tatiana Richey

trichey@ite.org

(Subject Line: District and Section Newsletter Award)

EVALUATION CRITERIA:

- Overall appearance - 20%
- Efficient use of space and format – 20%
- Content – 20%
- Frequency – 20%
- Quality of editing – 20%

AWARD:

- Recognition at the ITE Annual Meeting and in *ITE Journal*
- Plaque

Questions regarding the District and Section Newsletter Award may be directed to:

Tatiana Richey

trichey@ite.org

District and Section Newsletter Award
Submittal Form

Deadline for Entries: **5:00pm EST on April 1st**

Newsletter Title: _____

Editor Name: _____

Editor Address: _____

District or Section President/Chair's Name: _____

Address: _____

Term of Office: _____

Number of Issues Published During Year: _____

Number of Pages Published: _____

Circulation: ___ Less Than 250 ___ 250-500 ___ Greater Than 500

How is the newsletter distributed ___ electronically ___ by mail

Annual Budget (in U.S. dollars): _____

Typesetting/Layout: _____

Printing: _____

Postage and Mailing: _____

Editor Honoraria _____

Other (Describe): _____

Total: _____

To submit your newsletter for the District and Section Newsletter Award, send an electronic version of this form with an electronic version (formatted in Adobe Acrobat®) of the best issue of your newsletter published between April 1st (previous year) and March 31st (current year) **no later than 5pm EST on April 1st** to:

Tatiana Richey

trichey@ite.org

(Subject Line: Newsletter Award)