



cooperative
communicators
association

CONNECT. CREATE. ACHIEVE.

PROGRAMS & PROJECTS ENTRIES CHECKLIST

- Entrant name
- Organization + address
- Email
- Names of contributors who helped produce the material
- CEO name + email
- Trophy inscription
- Category number
- Title of entry
- Dates published/delivered
- Intended audience
- Circulation/Frequency
- Where published/delivered
- Policy/Mechanical limitations
- Objectives
- Your role and others' roles in the project

REMEMBER:

Some categories may require hard copies.