



cooperative
communicators
association

CONNECT. CREATE. ACHIEVE.

WRITING 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
- Where published/delivered
- Policy/Mechanical limitations
- Objectives

REMEMBER:

Articles must be submitted as single PDF documents.
Some categories may require hard copies.