Chi Epsilon Sigma  
Newsletter and Brochure Contest Information

General Rules & Regulations

The CES Newsletter and Brochure contest recognizes excellence in layout and production.

Entries must be produced July 1, 2017 through June 30, 2018.

Entries must be received by December 21st. Entries postmarked after that date will not be accepted. The entry form must be attached to each entry, along with the one-page description sheet that includes the purpose, audience and other information.

Submit up to three issues of a newsletter, brochure/flyer printed original, directed to a specific audience (in-house or external). Material may be educational, informational, or promotional; typeset or typewritten and photocopied or offset printed. Entries will be evaluated for layout placement, treatment of graphics, printing, and use of color, if a page is organized to speed retrieval of information, links provided, special effects (animation) used.

- Articles produced from July 1, 2017 - June 30, 2018. The same production may not be entered two years in a row.
- Any outside agency work on the entry must be acknowledged and it must be minimal.

Frequently Asked Questions

Q. Who is eligible to enter?
A. CES members are eligible who have paid current annual dues.

Q. Can teams enter?
A. Yes, more than one person can enter a single entry as a team.

Q. How are winners recognized?
A. Plaques will be presented at the annual meeting.

If you make the request on the entry, one supervisor will also be notified of your accomplishment.

Q. Who are the judges?
A. The OSU Department of Communications & Technology.

Q. Will I get my entry back?
A. All entries will be retained by CES. Our goal is for winning entries will be on display at this year’s OSU Extension Annual Conference.
Chi Epsilon Sigma
Newsletter & Brochure Entry Form

Entries must be postmarked on or before December 21st

Name(s) __________________________________
Address __________________________________
__________________________________________
Phone ___________________________________
Office ________________________ Title __________

Category
_____ Newsletter  _____ Brochure/Flyer

On the separate attached entry sheet include:

• Purpose (goals, objectives) Audience
• Role of each entrant, if team project Outside Help (if applicable)
• Is the Web page still live? If yes, where is it located? (URL)

Mail to:  OSU Extension – Operations
         Attn:  Sarah Mays
         1680 Madison Ave.
         Wooster, OH  44691

If I win an award, notify the following administrator (name, title, address and phone):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Checklist:
✓ Meet the October 31st postmark deadline
✓ Entry (3 copies)
✓ Entry Form
✓ Separate Entry Sheet
CES Newsletter/Brochure
Awards & Recognition Entry Sheet

Purpose (goals, objectives):

Individual Entry _____  Team Entry _____

Audience (type, size and target):

Reproduced: _____________ In-House  ______ Commercial

Published: _____________ Monthly  ______ Bimonthly  ______ Other

Color Usage: _____________ 1 color  ______ 2 or more colors

Web Page Link (if applicable):

Other comments: