

NAWIC Regional Chair Checklist & Contact Info

YEAR: _____

Due Date	To Do Item	Date Done
	Get problem from NEF Website. Using Quick Reference Guide & Time Line set deadlines and prizes	
	Send notification to Chapters in Region	
January 10	Chapter participation report due to Regional Chair	
January 15	Chapter participation report due to National Chair	
	Find judges (<i>minimum of 3 per guidelines</i>) & set judging date	
	Date to Receive submissions (No later than February 15)	
	Judging Date	
	Local Winner of each division due to Regional Chair <i>(11:00 PM ET – Third Monday in March)</i>	
	Regional Winner of each division due to National Chair <i>(11:00 PM ET – First Monday in April)</i>	
	Notify division winners	
	Return remaining projects back to instructors/contestants with judging forms	
	Regional Winner announced (<i>no later than First Monday in April</i>)	
	National Winner announced (<i>no later than First Monday in May</i>)	

NAWIC Regional Chair: _____

Contact Info: Address: _____

City/State/Zip: _____

Email: _____ Phone: _____

Prizes:	Division	First Place	Second Place
	High School	_____	_____
	College	_____	_____

(Add info to Regional Website with links to participating Chapters)