

Individual Sponsor Checklist & Contact Info

YEAR: _____

<i>Due Date</i>	<i>To Do Item</i>	<i>Date Done</i>
	Get problem from NEF Website. Using Quick Reference Guide & Time Line set deadlines and prizes	
	Send Intro Letter to area schools, letters to potential sponsors and Press Releases to local media	
	Send Reminder to schools about Application due date	
	Application due date	
	Code <i>(as specified on Page DD2-6 of DD Guidelines)</i> & Send Acknowledgement letters to instructors/contestants	
	Find judges <i>(minimum of 3 per guidelines)</i> & set judging date	
	Date to Receive projects <i>(No later than February 15)</i>	
	Judging Date	
	Local Winner due to National Administrator <i>(11:00 PM ET – First Monday in April)</i>	
	Notify winner and present participant acknowledgements to contestants	
	Return remaining projects back to contestants with judging forms	
	National Winner announced <i>(no later than First Monday in May)</i>	

Sponsor Chair: _____

Contact Info: Address: _____

City/State/Zip: _____

Email: _____ Phone: _____

Prizes:	<i>Division</i>	<i>First Place</i>	<i>Second Place</i>
	High School	_____	_____
	College	_____	_____