



## Timeline for Local Competition

Time Out/Date	Competition Director
T – 11 Weeks/_____	<ul style="list-style-type: none"> <li>• Announce competition &amp; recruit volunteers</li> <li>• Notify school personnel responsible for extracurricular activities of the dates and times of the competitions and awards ceremony</li> </ul>
T – 10 Weeks/_____	<ul style="list-style-type: none"> <li>• Organize meeting to determine budget</li> <li>• Set up Program Committee, Publicity Committee, and Finance Committee</li> </ul>

Time Out/Date	Program Committee	Publicity Committee	Finance Committee
T – 9 Weeks/_____	Committee meets to assign responsibilities	Committee meets to assign responsibilities	Committee meets to assign responsibilities
T – 8 Weeks/_____	Determine potential judges, patients, and scenario author	Investigate publicity opportunities in school newspaper	Contact alumni, state association, pharmacies, etc. to seek support
T – 7 Weeks/_____	Scenario author confirmed	Contact local press for human interest story coverage and other opportunities	Plan fundraisers
T – 6 Weeks/_____	Keynote speaker for awards ceremony selected; program written		Plan fundraisers
T – 5 Weeks/_____	Scenarios written; judges, patients, confirmed in writing	Posters and announcements distributed to promote fund-raisers	Planning for fundraisers complete
T – 4 Weeks/_____	Arrangements for judging rooms and A-V equipment complete	Address faculty meeting; show video; give presentation	



**SAMPLE HANDOUTS FOR LOCAL COMPETITION**

Time Out/Date	Program Committee	Publicity Committee	Finance Committee
T – 3 Weeks/_____	Meet with plaque company	Sign-up begins; announcements and hand-outs distributed to classes; video shown	Fundraisers
T – 2 Weeks/_____	All details of awards program finalized	Announcement to classes that sign-up is taking place	Fundraisers
T – 1 Weeks/_____	All needed materials (hand-outs, rules, etc.) copied	Sign-up ends; last chance announcement	Monitor budget and spending; prepare for last minute needs
Local Competition	Preliminary round conducted		Invite supporters to awards ceremony
1 Day after Local Competition	Oversees Judging	Publicize awards ceremony	
Final Round of Local Competition	Final round	Publicize Finalists	
1 Day after Final Round	Oversees Judging		
1 Week after Final Round	Plaques engraved	Contact local press for awards ceremony	Obtain checks for winners
Awards Program	Awards program (Don't forget to recognize supporters, judges, and patients)	Perform last minute follow-ups with local press	
Post Event	Have winner call APhA Department of Student Development, (deadline: <b>February 12, 2010</b> ) to schedule a National Competition appointment	Publicize winners	<ul style="list-style-type: none"> <li>• Send letters of appreciation to supporters</li> <li>• Make sure the winner is an APhA-ASP member</li> <li>• Register winner for APhA Annual Meeting</li> </ul>