



NOTE: Please provide complete information and attach a copy of the form to each copy of the entry. STC reserves the right to reject any entry if this form is incomplete.

Entry title:

Limit: 110 characters

Select the category and sub-category appropriate for this entry:

Informational Materials

- Annual Report
- Article
- Book
- Periodical
- Technical Report

Page count: ____

Promotional Materials

- Brochure or Catalog
- Flier
- Poster
- Website

Page count: ____

Instructional Materials

- Tutorial and Training
- Training Materials

Page count: ____

User Support Materials

- Job Aid / Quick Start Guide
- Help
- Organizational Manual
- Quick Reference
- Reference Document
- User Guide

Page count: ____

Target audience

Limit: 400 words

Purpose of the entry

Limit: 400 words

Chapter use only		
Category no.	Entry no.	Award

Entry title:

- Informational Materials
 Instructional Materials
 Promotional Materials
 User Support Materials

For online entries, complete the appropriate lines in the following section.

NOTE: A **web-based entry** must be submitted on USB drive, CD, or DVD, and it will be judged as of the date saved to disk. If "live" Internet access is required to judge the entry, the submitter must provide an explanation as to what aspects of the submission rely on Internet access. The submitter must also provide a valid URL and login credentials (if applicable).

Medium of submission <input type="checkbox"/> CD-ROM <input type="checkbox"/> DVD <input type="checkbox"/> USB Drive	Entry uses sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	Operating system(s) on which the entry can run <input type="checkbox"/> Mac <input type="checkbox"/> Windows 2000/XP <input type="checkbox"/> Windows Vista <input type="checkbox"/> Other _____ <i>Any OS in the "Other" classification requires special arrangements. For details, see the General Instructions.</i>
Software requirement(s) <input type="checkbox"/> Acrobat Reader <input type="checkbox"/> Flash Player <input type="checkbox"/> Real Player <input type="checkbox"/> Shockwave <input type="checkbox"/> Windows Media Player <input type="checkbox"/> Other _____	Monitor Resolution <input type="checkbox"/> 800 x 600 <input type="checkbox"/> 1024 x 768 <input type="checkbox"/> Other _____	Monitor Color Depth <input type="checkbox"/> 16-bit (65.5k) <input type="checkbox"/> 24-bit (16.8M) <input type="checkbox"/> Other _____
Tools used to create the entry		
URL of entry, if required		
Log In ID:	Password:	
Preferred browser <input type="checkbox"/> Firefox <input type="checkbox"/> Internet Explorer <input type="checkbox"/> Other _____ Version _____ <input type="checkbox"/> No preference		

Entry title:

Informational Materials

Instructional Materials

Promotional Materials

User Support Materials

Other information

Limit: 600 words

Some examples of the type of information that you might include here:

- Was the entry used in-house, was it for a client, or was it for resale?
- Was it produced on a limited budget or in a short time?
- Does it follow a corporate style or layout?
- Are there aspects of the entry for which you disclaim responsibility?
- Was it created in a language other than U.S. English?



Chapter or community:

Chapter/Regional Submission Form: Submittal Information

2012/2013

Entry title:

Informational Materials Instructional Materials Promotional Materials User Support Materials

If the submitter is also a contributor, be sure to list the submitter's name in the list of contributors for appropriate recognition.

Contributors to this entry

STC membership status

Submitter's contact info (for any further correspondence)

* Indicates required information

*Name _____

Company (if applicable) _____

*Street address (P.O. box number not acceptable) _____

*City; state/province; and zip code/postal code _____

Country _____

*E-mail: _____

*Phone numbers, including area codes

*Work: _____

*Cell: _____

*Evening: _____

Fax: _____

Chapter use only		
Category no.	Entry no.	Award

Certification I understand that neither STC nor any person associated with the international, local, or regional competitions can be held responsible for loss or damage to the entry and that entries cannot be returned. I also certify that:

- The contributors named on this form are major contributors to this entry.
- The entry contains no classified information, and any proprietary information in the entry may be revealed.
- The holder of the copyright has given permission to submit this entry in the competition.
- The entry has not been submitted to any other STC competition at the local or regional level, or to more than one category within a competition at the international level. **(Duplicate entries are disqualified.)**

REQUIRED

Submitter's signature: _____

Date: _____