

# The Jade Ring

## Writing Contest

The Jade Ring Contest (JRC) Committee is an all-volunteer committee (contest manager, contest registrar, apprentice, and anthology publisher) working under the guidance of a designated Board Member (DBM) who is available for questions and concerns and who will report the progress of the committee to the Board of Directors.

The goal of the annual JRC is to further the WWA mission to support Wisconsin writers in the pursuit of their art through the spirit of competition. Contest winners earn cash prizes and publication, bolstering their author platform. JRC Committee members work to expand awareness of the contest, grow participation through submissions, and increase WWA memberships.

### **Contest Manager Responsibilities**

The Contest Manager works with JRC Committee to establish contest dates and details JRC annual plans for WWA Board of Directors' (BOD) consideration and feedback prior to execution. Communicates with genre judges and champions JRC promotional activities.

- Recommends dates of contest open and close, date of completion by judges, and date of announcement of winners.
- Communicates external announcement of the JRC on WWA website, social sites, and WWA NewsBrief by providing content to responsible parties
- Develops and distributes all JRC advertising, pre-event through post-event, to build awareness and momentum for subsequent years
- Leverages opportunities for unpaid advertising and promotion
- Drafts press release for review by the JRC Committee; provide final release to appointed media relations member for distribution
- Answers public inquiries from webpage; communicate with winners; and editor of *Wisconsin People and Ideas* magazine
- Works with third-party website vendor to provide updated content for the WWA JRC page and ensure accuracy through review and testing
- Confirms Creative Wisconsin Anthology publisher and Anthology manager; provides winning submissions after judges' selections for publication in Anthology; ensure Anthology print dates, quantities and availability (free copies for winners and copies for sale)
- Coordinates award achievement recognition at the WWA annual fall conference with responsible members

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### Judging

- Working with the WWA BOD for recommendations, enlists judges for genre categories
- Defines and communicate judges' responsibilities (i.e.; feedback form, manuscript delivery, and timeline including deadlines for judging and paid critiques)
- Collects biography and head shot for contest promotion

### Communication

- Answer questions from potential entrants and entrants promptly
- Prepare reports to keep WWA BOD updated
- Notify all winners, runners up, and honorable mentions; invite to award event; confirm ring size of first-place winners choosing ring; explain publication details
- Notify treasurer of winners and awards to prepare checks in a timely manner
- Prepare and mail thank you letter, proper remuneration to judges, and copy of *Creative Wisconsin Anthology*.
- Conduct clear communication with judges including reminders of responsibilities and dates; distribution of submissions received from Contest Registrar, explanation of judging rules; distribution of paid critiques; and collection by deadline. Thank judges and invite them to attend the fall conference to be present at the award ceremony.