## Holiday Writing Contest Judging Guidelines

- 1. All entries are checked for submission specifications such as word length and theme. All improperly submitted work is eliminated. An entry form missing necessary information will be disqualified.
- 2. Selected entries are then read and judged on the basis of originality and creativity.
- 3. During the judging, judges read all selected entries in each grade level individually. Each judge then assigns prize categories based on the individual judges' assessment. At no time do the judges see the authors' names. Judges are volunteers and teachers from the local community.
- 4. Although an entry may be typed or hand-written, its format is not factored into the process as long as the entry is neatly written.
- 5. A prize category may be eliminated if no work submitted is deemed appropriate to award that prize.
- 6. Special needs participants may simply enter the grade level that best matches their reading and writing ability. Chronological age is not counted.
- 7. Art entries must be on 8x11 paper and be either drawings or paintings. (Can be black & white or colored)