

Spelling Bee Timeline

- November** Meet with committee, set date for Bee, assign jobs
Review list of sponsors, add new names
- December** Send out Spelling Bee information to potential sponsors
Put three Bit-O-Honeys in letter
Send picture of last years team/ picture of sign with sponsors name
Review list of Judges, etc ..
Confirm Judges, Rules, Time Keeper, Pronouncer, Emcee, Bee Bouncer
- January** Contact TV33 for time on morning program 33 Minutes
Contact newspaper for "Cook of the Week" publicity
Contact sponsors that have not responded
Send out information regarding team name and information
Contact businesses for door prizes
Order Paideias and pronouncer booklets
Deliver Paideia to sponsors/spellers
Order Plaques
If needed take sign to have names added or deleted
- February** Contact media with PSA
Call or send reminder notes to Judges, ect.
Gifts for Judges, rules, time keeper, pronouncer, Bee bouncer, emcee
Gifts for Contestants
Assign committee members to stations for the Bee
Send thank-you notes

Spelling Bee Committees

Chairman

- Meet with Committee
- Set Date, Confer with Carol Yohn at Callaway Center
- Assign Responsibilities
- Order Paideias and Pronouncer booklets
- Order Plaques
- Take sign to sign shop if needed
- Assign committee and Board members to stations at Bee
- Select words for Bee and take to Pronouncer
- Print Programs
- Make signs designating Sponsors Cheering Section, attach to rows
- Make signs assigning Spellers to rows

Sponsor Correspondence

- Send letter, application, recent accomplishments, and picture from last year
- Bit-O-Honeys
- Follow up with sponsors for commitment
- Send out information regarding teams
- Follow up with team names for program
- Write Thank-you notes

Publicity

- Contact all forms of news media with information about Spelling Bee
- Make arrangements for appearance on TV 33
- Contact LaGrange Daily News for "Cook of the Week"
- Contact local businesses to put Spelling Bee on their signs
- Contact Heather Jones at LaGrange High School to make signs for sponsors

Door Prizes

- Ask each Board member to secure a door prize
- Keep list of door prizes
- Put out door prizes at Bee
- Have door prize tickets, give out at bee
- Container for tickets
- Write thank-you notes

Securing Judges, ect

- Contact two to three judges, two rules judges, Bee Bouncer, Pronouncer, Emcee,
- Time keeper, Bee Swarm
- Gifts for Judges, ect
- Gifts for Spellers
- Write thank you notes to Judges, ect..

Food

Contact business providing food with number of people to be fed, this number includes spellers, and everyone helping with the Bee
Ask for extra water to give to the Spellers during the Bee
Responsible for picking up food and bringing to Callaway Center
Responsible for decorations for table, tables will have table cloths and skirts

Registration

Put together a packet for each team and label. Packet should contain:
Three pencils
Three note pads
One Challenge Pass
Three door prize tickets
Register teams as they arrive and send them in auditorium for dinner

Greeter

Welcome everyone as they arrive

Popcorn (if needed)

Arrange with Callaway Center for Popcorn machine
Purchase oil, popcorn, salt and bags
Purchase soft drinks to sell at Bee
Pop corn
Clean up Popcorn Machine

Swarm

Responsible for passing out participants gifts
Responsible for getting water for participants, judges, cameramen ect..
Responsible for giving plaques to teams
Help hand out door prizes
Promote Sponsors with extra signs if available
Mingle with spectators

Clean-up

Everyone help pick up trash
Remove trash from the building
Left over food taken to local soup kitchens or Boys and Girls Club

PUBLIC SERVICE ANNOUNCEMENT

Troup County
Certified Literate Community Program
303 Fort Drive
LaGrange, Georgia 30240
706-845-4323 ex 5726

Please air: start day now until February 19, 2004

Contact Person: Debbie Burdette
Phone: 706-845-4323 ex 5726
FAX: 706-812-5610
Email: dburdette@westgatech.edu

6th Annual Corporate/Community Spelling Bee

What: 6th Annual Corporate/Community Spelling Bee to benefit the Troup County Certified Literate Community Program, (CLCP). Each spelling team consists of three people representing a business or a community organization.

When: Thursday, February 19th, 2004
7:00 pm

Where: West Georgia Technical College
Callaway Center
303 Fort Drive
LaGrange, Georgia 30240

Why: The CLCP is a non-profit organization that promotes literacy awareness, provides learning opportunities to all citizens wanting to improve their literacy skills and encourages all citizens to become life-long learners.

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