



NOTE: The STC reserves the right to reject any entry if this form is incomplete. Full submitter information must be included. Five copies of this form are required.

Description of the Competition Entry

Entry title: (max. 110 characters)

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

- Informational Materials: Annual Reports, Articles, Books, Periodicals, Technical Reports. Page count:

- Instructional Materials: Tutorials & Training, Training Materials. Page count:

- Promotional Materials: Brochures & Catalogs, Fliers, Posters, Websites. Page count:

- User Support Materials: Job Aids/Quick Start Guides, Help, Organizational Manuals, Quick References, Reference Documents, User Guides. Page count:

Table with 3 columns: Category no., Entry no., Award. Sections: Chapter use only, International use only.

Target audience Limit: 250 characters

Empty text box for target audience

Purpose of the entry Limit: 500 characters

Empty text box for purpose of the entry



Entry title:

- Information 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 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: CD-ROM, DVD, USB Drive

Entry uses sound: Yes, No

Operating system(s) on which the entry can run: Mac, Windows 2000/XP, Windows Vista, Other

Any OS in the "Other" classification requires special arrangements. For details, see the General Instructions.

Software requirement(s): Acrobat Reader, Flash Player, Real Player, Shockwave, Windows Media Player, Other

Monitor requirements: Resolution (800 x 600, 1024 x 768, Other), Color depth (16-bit, 24-bit, Other)

Tools used to create the entry

URL of entry, if required: // Judge 1 login ID, password, Judge 2 login ID, password, Judge 3 login ID, password

Preferred browser: Firefox, Internet Explorer, Version, No preference

Detailed instructions for installing the entry. Limit: 600 characters, or about 7.5 lines of solid text

Empty box for detailed instructions for installing the entry.



Entry title:

Information Materials

Instructional Materials

Promotional Materials

User Support Materials

Other information

Limit: 2800 characters

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?

The judges may take some, none, or all of these factors into consideration when making their evaluation, at their discretion.



Entry title: _____

Information Materials Instructional Materials Promotional Materials User Support Materials

Contributors to this entry

STC membership status

Additional Contributors (to list in the awards program): Use the Additional Contributors form http://www.stcfdc.org/comp_docs/11-12_additional_contributors.doc

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 zipcode/postal code _____

Country _____

*E-mail: _____

***Phone numbers, including area codes**

*Work: _____

*Cell: _____

*Evening: _____

Fax: _____

Chapter use only		
Category no.	Entry no.	Award
International 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:** _____