

Dos and Don'ts for Successful Bronze Quill Entries

1. Do pick the right category.
2. Do follow the required format.
This includes font size, binding requirements.
 - Two, one-sided 8½" x 11" sheets of paper
 - 10-point minimum font
 - ½" minimum margins
3. Don't make the judges work harder.
4. Don't ever say "to increase awareness" as an objective UNLESS you have a survey or data to back up the results.
5. Do use bullets and short answers.
6. Do add supporting materials outside the work sample as long as you stay within the submission requirements.
7. Don't leave anything to guess.
8. Do provide budget numbers in unit costs if possible.
9. Don't forget to check the weighting of your entries.
 - Communication management entries are weighted 50%/50%.
10. Don't enter if you don't have quantifiable results.