

RULES FOR ALL PRE-CONVENTION EVENTS

1. **All items must be postmarked no later than the Pre Convention Deadline.**
2. **Each submission must be mailed to the appropriate Event Director.** Church Number and Team Numbers need to be included on submissions, if available prior to mailing. See Cover Page (last page of this section).
3. A 3-point deduction is allowed for failure to provide complete submission information as instructed.
4. In a team event a participant may move up to a higher grade division, but an older participant may not move down to a lower grade division. Each team in each event will participate at the grade division of the highest grade member. All team events will consist of more than one person.
5. Each individual award winner and each member of a winning team will receive an engraved plate for his/her participant's plaque.
6. Judge's score sheets and Awards will be placed in congregational packets to be picked up by the Church Coordinator at the end of convention.
7. Participants must be registered in their respective events and send in the registration fee to Registration on or before the Registration Deadline, whether they will be attending the CTLTC Convention or not in attendance. Do NOT send checks to event directors.
8. Church Coordinators will have until two weeks after the convention to apply for awards, corrections or updates. Any awards needed after this deadline will have to be secured by the Church Coordinator from a local business.
9. Copyrighted material received as an entry will not be judged. It will not be accepted for any event and will be returned to the sender.
10. A list of Pre-Convention Event Directors and information will be available on the CTLTC website (<http://www.clttc.net/>).

Brenda Slatton, Pre-Convention Coordinator (current information listed @ <http://www.clttc.net/>)

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CHILDREN'S BOOK RULES

PURPOSE: In today's world, there is a need for children's books that convey a Christian message as an alternative to the children's books of this age that are often atheistic and amoral in nature. This event encourages those who enjoy creative writing and drawing to use their skills in a Christian arena.

PROCESS: Each participant shall:

- Read and follow Rules for All Pre-Convention Events on Page 35 of manual.
- Write a children's story for age group no older than 5th grade that reflects the current year's CTLTC theme.
- Mail to the Event Director three (3) copies of the story on or before the Mail-in Deadline.
- Include a cover sheet following the format given below.
- Send a self-addressed, stamped postcard if you wish to receive confirmation of receipt

The Event Director shall:

- Send confirmation of receipt if requested.
- Organize stories for judging.
- Provide critique sheets for each entry.
- Report results to the Awards Committee.

RULES:

1. The story must be submitted in book form (bound with staples, thread, glue, etc.). Handwritten work is admissible if legible and neatly presented.
2. The story may be written in any form of fiction/non-fiction (e.g., mystery, action, humor, fable, etc.) for an age group of no older than 5th grade. (Christian Essay and Christian Fiction events should be used if the target audience is older than 5th grade). The story should reflect the current year's CTLTC theme. The theme may be reflected anywhere in the story, climax, or conclusion, so long as it is clearly and accurately taught or presented.
3. The story should use correct grammar (including spelling) and proper punctuation. It should also include elements appropriate for fiction/non-fiction, such as plot and character development.
4. Adult assistance should be mainly verbal. Adults may discuss the theme and its possible applications and make verbal suggestions on content and style. Adults may also note editorial corrections on the participant's written work.
5. Each participant may submit only one entry.
6. The book must be illustrated (drawing, cartoon, photographs, or computer-generated) with original (no use of copyrighted) art work.
7. One person may write the story and another may illustrate. Team is limited to two participants. Teams consisting of participants from more than one level will be judged based on the highest level.
8. There will be three grade divisions in this event:

Grades 3-6, 7-9, 10-12

SUBMISSION OF STORY:

Typed cover sheet should follow this format (see Cover Sheet on last page of this section):

<u>Format:</u>	<u>Example:</u>
Name	A. Christian
Grade	9th Grade
Congregation	Anywhere Church of Christ
Group Leader	B. Saved
Congregation Address	1234 Church Street
City, State, Zip	Any City, State 00000
Congregation Phone No.	512-555-1212
Title of Story	"YOUR TITLE HERE"

AWARDS:

Ratings and awards will be given to those who score 75 points or better.

Gold -- 95-100 points, Silver -- 85-94 points, Bronze -- 75-84 points

JUDGING CRITERIA:

- ___ (25 pts.) **Theme:** Is the CTLTC theme clearly and accurately taught or presented in the story?
 - ___ (25 pts.) **Usage of Language/Punctuation:** Does the participant use correct grammar (including spelling) and proper punctuation? Does the story include elements appropriate for fiction, such as plot and character development?
 - ___ (25 pts.) **Readability:** Is the story readable? Does the plot flow easily, or is the story confusing? Does the story catch and hold the readers attention?
 - ___ (25 pts.) **Illustration:** How do the illustrations enhance the story line?
- (3 pt Deduction) **Format/Submission:** A 3 point deduction will be made should the participant not have followed instructions for formatting and submitting the entry.
- ___ (100 pts.) **TOTAL**

CHRISTIAN ESSAY RULES

PURPOSE: To improve written communication skills in conveying Biblical ideas. Written communication has always been an important means of teaching and admonishing Christians. From the time that inspired authors gave instruction up to the journals and publications of today, ideas skillfully and clearly presented have made lasting impressions on the hearts and minds of those who wish to put God's will into practice. The event must challenge people to use the written word to communicate God's Word. Their writing content, style, and message should reflect a respect for the importance and value of communicating God's Word in written form.

PROCESS: Each participant shall:

- Read and follow Rules for All Pre-Convention Events on Page 35 of manual.
- Write an article with the content addressing the current year's CTLTC theme
- Mail **THREE (3)** copies of the essay to the Event Director on or before the Mail-in Deadline.
- Include one cover sheet following the format given below.
- Include a self-addressed, stamped postcard if you wish to receive confirmation of receipt

The Event Director shall:

- Send a confirmation of receipt of essay if requested.
- Organize the essays for judging.
- Provide a critique sheet on the essay.
- Report results to the Awards Committee.

RULES:

1. Failure to comply with any of these rules will result in a point deduction from the scores for each rule violated.
2. The essay length shall be 250 to 500 words
3. The essay format shall be as follows for students 7-12 grade:
 - Typewritten
 - Double-spaced
 - Font: Arial or Times New Roman
 - Size: 12 to 14
4. For students sixth grade or younger, handwritten work is admissible; however, an adult may type it as long as the student's work is not changed. All work must be neat, legible, and dark enough to be read easily.
5. The essay shall start with the title of the essay, followed by the text.
6. Copies of an oratory speech will not be accepted as an essay.
7. Essays should provide information not personal testimonies. Specific scriptures should be included.
8. A cover sheet shall be on the front of each entry. The format of this cover sheet is explained under "Submission of Essays" on the next page.
9. There are three grade divisions in this event: Grades 3-6, 7-9, 10-12
Each higher grade division should demonstrate more effective use of the written word.

SUBMISSION OF ESSAYS:

Typed cover sheet shall follow this format (see Cover Sheet on last page of this section):

<u>Format:</u>	<u>Example:</u>
Name	A. Christian
Grade	9th Grade
Congregation	Anywhere Church of Christ
Group Leader	B. Saved
Congregation Address	1234 Church Street
City, State, Zip	Any City, State 00000
Congregation Phone No.	512-555-1212
Title of Essay	"YOUR TITLE HERE"

AWARDS:

There are three ratings available in each grade division. Ratings and awards will be given to those who score 75 points or better.

Gold -- 95-100 points, Silver -- 85-94 points, Bronze -- 75-84 points

JUDGING CRITERIA:

- ___ (20 pts) **Use of Assigned Theme** -- The essay will be rated on the use of the assigned theme. The essay should blend your creativity with the ideas of the theme.
 - ___ (20 pts) **Use of English Language** - The essay will be rated on the proper use of the English language, word usage, spelling and punctuation.
 - ___ (20 pts) **Structure** - The essay will be rated on its structure as an essay. The current year's CTLTC theme should be clearly introduced in the beginning of the paper. The thesis statement should be clearly seen. This main idea should be supported by three to five points in the body of the article. The essay should be closed by a conclusion supported by the previous materials.
 - ___ (20 pts) **Readability** - The essay will be rated on readability. This concerns relevance to today, correct use of paragraphs, pagination, absence of typographical errors, and the ability to hold a reader's interest. Specific scriptures should be included.
 - ___ (20 pts) **Overall Mood** - The overall mood of the writing will be rated. Proper use of humor, personal stories, and illustrations will be evaluated as to their relevance to the theme. The theme, points, and conclusion should be enhanced by such usage. The work should clearly be seen as the writer's thoughts and expression rather than a collection of the thoughts of others.
- (3 pt Deduction) **Format/Submission:** A 3 point deduction will be made should the participant not have followed instructions for formatting and submitting the entry.

___ (100 pts) **TOTAL**

CHRISTIAN FICTION RULES

PURPOSE: In today's world, there is a need for fiction which conveys a Christian message as an alternative to the fiction of this age which is often atheistic and amoral in nature. This event encourages those who enjoy creative writing and drawing to use their skills in a Christian arena.

PROCESS: Each participant shall:

- Read and follow Rules for All Pre-Convention Events on Page 35 of manual.
- Write a short story that reflects the current year's CTLTC theme.
- Mail to the Event Director three (3) copies of the story on or before the Mail-in Deadline.
- Include a cover sheet following the format given below.
- Send a self-addressed, stamped postcard if you wish to receive confirmation of receipt

The Event Director shall:

- Send confirmation of receipt if requested.
- Organize stories for judging.
- Provide critique sheets for each entry.
- Report results to the Awards Committee.

RULES:

1. The story should be typewritten, double spaced with 1" margins, and three to five pages in length. For students sixth grade or younger, handwritten work is admissible though it must be, in the minds of judges, legible and neatly presented. If handwritten work is submitted, the story should be four to six pages in length.
2. The story may be written in any form of fiction (e.g., mystery, action, humor, fable, etc.) so long as it reflects the current year's CTLTC theme. The theme may be reflected anywhere in the story, climax, or conclusion, so long as it is clearly and accurately taught or presented.
3. The story should use correct grammar (including spelling) and proper punctuation. It should also include elements appropriate for fiction, such as plot and character development.
4. Adult assistance should be mainly verbal. Adults may discuss the theme and its possible applications and make verbal suggestions on content and style. Adults may also note editorial corrections on the participant's written work.
5. Each participant may submit only one entry.
6. The story can be illustrated (drawing, cartoon, photographs, or computer-generated) with original (no use of copyrighted) art work.
7. One person may write the story and another may illustrate. Team is limited to two participants. Teams consisting of participants from more than one level will be judged based on the highest level.
8. There will be three grade divisions in this event:

Grades 3-6, 7-9, 10-12

General Information for Fiction Writing:

Fiction is what it says. It is make-believe. The writer is free to construct his own reality. However, he must be careful that his fiction is **believable**. If one aspect is totally unable to ever happen or if it is just not ever likely to happen that way, then see if it can be revised to accommodate believability.

To be a story it must have certain elements. It must have a beginning, a middle, and an end. That seems rather basic but you'd be surprised how often this is forgotten. If it doesn't have that it is known as a "Slice of Life" which is rather like a moment in time.

You must have a main character (called a protagonist), one with whom we can empathize or identify. This character must be likable but should have at least one human frailty. Also, he should have something he wants or needs desperately or a goal he must attain.

Then there must arise problems in the path of the protagonist--something that keeps him from his wants, needs, or goal. These can be incidents or people who stand in his way (antagonists).

This person must then overcome these problems and, if it is to be inspirational, along the way his inner character must change for the better or there must be changing of the frailty we mentioned.

To accomplish describing our protagonist or telling the story, the best way is to let dialogue reveal what we need to know. Dialogue draws the reader in more.

LET THE READER USE HIS SENSES. Let him hear the background noises or the knife cutting through the leather jacket, let him smell the cafeteria or the wet dog, let him feel the cold and rough concrete wall or that ace velour sweater, let him see Larry slip the money in his pocket or the tears in the teacher's eyes.

SHOW, DON'T TELL! Don't tell what is happening, show it.

WATCH YOUR VIEWPOINT. If you are telling the story from Larry's viewpoint, remember we can only know what Larry can see, hear, touch, smell, or find out from dialogue with others. If you use omniscient viewpoint it gives a broader scope but it will not be as personal as Larry's viewpoint.

Also, you need to know when to end. Let our characters and what happens to them illustrate the principle we are trying to get across. If I have done my job as a writer, the reader will already know the principle or truism I'm telling.

The fiction story boils down to your basic: "good guy, good guy gets in trouble, good guy gets out of trouble, happy ending."

Writing is like any other art, it takes hard work (the craft) with love (the art).

Have fun!

General Information for Fiction Writing Manuscript Format:

Make your manuscript READER FRIENDLY (so they won't stop reading).

The first page of a story should begin half way down the page with the title in caps and centered. This allows enough room for a judge to write comments. (Hint: Write your story first, then give it a catchy or intriguing title, something to bring the reader into the story.)

THE GREEN MONSTER THAT ATE DALHART, TEXAS

Pages which follow should be numbered at the upper right. The header on the upper left should be the title of the story or a short version of it. Drop two spaces and continue with story.

Use 1" margins all around and double space the body of the story.

Use dark, clear type, nothing fancy, just a plain 10 or 12 pt. font like Courier, Times Roman, Arial, Helvetica, or the like. Also, do not use fancy decorations or clipart. These only detract from the story. Your words should stand alone.

Buy a small Strunk & White's to look up things like where quote marks (") go, etc.

Remember, Spell Check won't catch everything. It ignores the worst errors. So you must edit. This is best done by reading it aloud.

SPELL IT RITE!

I HAS a spelling checker,

It comes with my PC.

It plainly marks for my revue,

Mistake I cannot sea.

I've ran this poem threw it,

I'm sure your please too no.

Its letter perfect in its weigh,

My checker tolled me so.

(Courtesy Lab news, Sandia Nat'l Laboratories)

SUBMISSION OF STORY:

Typed cover sheet should follow this format (see Cover Sheet on last page of this section):

<u>Format:</u>	<u>Example:</u>
Name	A. Christian
Grade	9th Grade
Congregation	Anywhere Church of Christ
Group Leader	B. Saved
Congregation Address	1234 Church Street
City, State, Zip	Any City, State 00000
Congregation Phone No.	512-555-1212
Title of Story	"YOUR TITLE HERE"

AWARDS:

Ratings and awards will be given to those who score 75 points or better.

Gold -- 95-100 points,

Silver -- 85-94 points,

Bronze -- 75-84 points

JUDGING CRITERIA:

- ___ (25 pts.) **Theme:** Is the CTLTC theme clearly and accurately taught or presented in the story?
- ___ (25 pts.) **Usage of Language/Punctuation:** Does the participant use correct grammar (including spelling) and proper punctuation? Does the story include elements appropriate for fiction, such as plot and character development?
- ___ (25 pts.) **Readability:** Is the story readable? Does the plot flow easily, or is the story confusing? Does the story catch and hold the readers attention?
- ___ (25 pts.) **Creativity/Illustration:** How unique is the story in plot, form or expression? How do the illustrations enhance the story line? (There are no point deductions for non-illustrated stories).
- (3 pt Deduction) **Format/Submission:** A 3 point deduction will be made should the participant not have followed instructions for formatting and submitting the entry.
- ___ (100 pts.) **TOTAL**

COMPUTERS-MULTIMEDIA PRESENTATION

PURPOSE: To give young people the opportunity to develop and demonstrate their creative and technical talents by the creation of a multimedia presentation. The presentation must glorify God and represent the current year's LTC theme.

PROCESS: Teams or individuals from a congregation shall:

- Create a multimedia presentation using one of the following programs: Microsoft PowerPoint, WordPerfect Presentations, StarOffice Impress, or Macromedia Flash.
- Meet with their church coordinator or event coach to discuss event rules, project goals, and submission deadlines.
- The multimedia presentation must glory God and represent the current year's CTLTC theme.

The Church Coordinator shall:

- Read and follow Rules for All Pre-Convention Events on Page 35 of manual.
- Determine that each participant is registered on only one multimedia presentation team in the appropriate age group classification (students may move up, but not down in age group classification).
- Determine each multimedia presentation team has no more than four (4) participants.
- Properly register each multimedia presentation team with the correct information. Verify before the registration deadline that each entry is included in your church's total registration report and the information is correct. (Drop outs should be removed).
- Multimedia presentation shall be sent to the Event Director, by the pre-convention event deadline, either by email or a mailed CD. The following information should be included:
 - Congregation Name and Number
 - Grade Division
 - List of team members with their individual grades
 - All Multimedia Presentation files needed in the judging process. Email submissions can include these as attached files or web links embedded in the message that point to downloadable files.
- Send a self-addressed, stamped postcard if entry is sent by mail and you wish to receive confirmation of receipt.

The Event Director shall:

- Send confirmation of receipt by email or postcard if requested
- Organize the judging process and provide a critique sheet for each entry
- Report judging results to the Awards Committee

RULES:

1. The multimedia presentation must reflect the current year's CTLTC theme.
2. Since the length of a multimedia presentation depends entirely on how slides are created and whether any special effects and timed sequences are used, the following is provided as a guideline and also reflects the basic expectations for this event. Keep in mind that any effect or animation that requires a mouse click or timed sequence for it to start is considered an additional slide by the judge.

Grade 3-6: Aim for 3-5 slides, try to include at least one text effect or slide transition for fun

Grade 7-9: Aim for 5-8 slides, include a few effects, transitions, or animations to show knowledge

Grades 10-12: Aim for 8-12 slides, include a variety of special effects and slide tools to show skill

3. An unlimited number of teams and/or participants from each congregation are allowed per grade level. However, there is a maximum of four (4) students per team and a student can only participate in one entry in this event. (A student is not allowed to submit both an individual and a team entry).
4. Copyright laws should be observed (text and graphics) and appropriate credit given to authors.
5. There are three grade levels in this event:

Grades 3-6, 7-9, 10-12

EXAMPLES: Check our web site - <http://www.ctltc.net>

AWARDS:

There are three ratings available in each grade division. Ratings and awards will be given to those who score 75 points or better. See the Judging Criteria below for a breakdown of points.

Gold -- 95-100 points, Silver -- 85-94 points, Bronze -- 75-84 points

JUDGING CRITERIA:

- _____ (25 pts) **How well does the entry glorify God?**
 - (15 pts) Through scriptural text and biblical references
 - (10 pts) Through bible-related graphics and depictions
- _____ (25 pts) **How well does the entry depict the theme and uplift the reader?**
- _____ (25 pts) **How well does the entry display creativity?**
 - (15 pts) Displays creativity through meaningful text
 - (10 pts) Displays creativity through complimentary graphics
- _____ (Bonus) (3 pts) Displays creativity through special effects and animation
- _____ (25 pts) **How well does the entry demonstrate technical skill?**
 - (15 pts) Content is strong, wording is concise, and fonts are legible
 - (10 pts) Slides are well-planned, intuitive in layout, and has a professional look
- _____ (Bonus) (3 pts) Copyright laws are observed and appropriate credit is given to authors

(3 pt Deduction) **Format/Submission:** A 3 point deduction will be made should the participant not have followed instructions for submitting the entry.

_____ (100 pts) TOTAL

COMPUTERS-WEB PAGE DESIGN

PURPOSE: To give young people the opportunity to develop and demonstrate their creative and technical talents by the creation of web pages designed for the Internet.

PROCESS: Teams or individuals from a congregation shall:

- Create web pages for the Internet according to the rules listed below for each grade level.
- Meet with their church coordinator or event coach to discuss event rules, project goals, and submission deadlines.
- The web pages must glorify God and represent the current year's CTLTC theme.

The Church Coordinator shall:

- Read and follow Rules for All Pre-Convention Events on Page 35 of manual.
- Determine that each participant is registered on only one web page design team in the appropriate age group classification (students may move up, but not down in age group classification).
- Determine each web page design team has no more than four (4) participants.
- Properly register each web site design team with the correct information. Verify before the registration deadline that each entry is included in your church's total registration report and the information is correct. (Drop outs should be removed).
- Web page design entries shall be sent to the Event Director either by email or by mail using the submission form by the pre-convention event deadline with the following information:
 - Congregation Name and Number
 - Grade Division
 - List of team members with their individual grades
 - Complete list of web pages URLs that are to be judged
- Send a self-addressed, stamped postcard if entry is sent by mail and you wish to receive confirmation of receipt.

The Event Director shall:

- Send confirmation of receipt by email or postcard if requested
- Organize the judging process and provide a critique sheet for each entry
- Report judging results to the Awards Committee

RULES:

1. The web pages must reflect the current year's CTLTC theme.
2. Since the size and style of a web page often depends on a web page designer's preferences (or perhaps the default settings of the program being used), it's difficult to require an exact number of pages for each grade level division. However, the following guidelines can at least provide an idea of what the judges are hoping to see when they judge an entry. Consider the following aims as you begin your project.
 - Grades 3-6: aim for 1-3 pages, include texts and graphics that fit the theme, have fun learning!
 - Grades 7-9: aim for 3-5 pages, think about your web goals, use only content and tools that fit your pages
 - Grades 10-12: aim for 5-7 pages, find the balance between strong content and creative genius, it's in you!

3. The web pages must reflect the creative ideas and actual work of the participant(s). For the purpose of clarity, consider the following suggestions as appropriate adult assistance guidelines per grade division.
Grades 3-6: provide tools, coach step-by-step, give examples, help with ideas, and assist with technical items
Grades 7-9: provide tools, offer a “how-to” to beginners, encourage brainstorming, monitor entire process
Grades 10-12: provide tools, show examples, emphasize strong content, offer advice and encouragement
4. An unlimited number of teams and/or participants from each congregation are allowed per grade level. However, there is a maximum of four (4) students per team and a student can only participate in one entry in this event. (A student is not allowed to submit both an individual and a team entry).
5. Pages may be linked, but the participants must specify exactly which URL’s are to be judged.
6. Adult assistance shall be limited to that of advice and supervision. The site shall be the work of the participants.
7. Copyright laws should be observed (text and graphics) and appropriate credit given to authors.
8. There are three grade levels in this event:

Grades 3-6, 7-9, 10-12

HELPFUL TIPS:

1. Web pages should be created using a format accessible by most users of the Internet. It's often wise to test new web pages by using a couple different browsers to make sure that you have the right settings.
2. The goal of each participant or team is not to create an entire web site. Creating a web site (which typically includes domain registration, web hosting setup, creating web folders, etc.) requires more technical skills than what is required by this event category. The goals of Web Page Design are to encourage beginning students to learn the basics of web design and to challenge advanced students to use their acquired knowledge in ways that glorify God and serve the church. No previous experience is required!
3. Participants and teams are not required to create web pages using a specific web development program. You may be surprised to how many programs you have currently on your computer that will allow you to create web pages (or at least convert pages to HTML). While some programs like Microsoft FrontPage and Macromedia Dreamweaver are popular choices among web designers, don't feel that you must buy one of these programs just to participate in this event category. Consider using MS Publisher or MS Word to create simple web pages, or download any number of free programs that will help you learn the basics.
4. While it's perfectly fine to link all your submitted web pages together, participants will not be penalized for not doing so. Of course, if web links to other pages are created, make sure these links work because broken links will result in a deduction in points.

EXAMPLES: Check our web site - <http://www.ctltc.net>

AWARDS:

There are three ratings available in each grade division. Ratings and awards will be given to those who score 75 points or better. See the Judging Criteria below for a breakdown of points.

Gold -- 95-100 points, Silver -- 85-94 points, Bronze -- 75-84 points

JUDGING CRITERIA:

____ (25 pts) **How well does the entry glorify God?**

(15 pts) Through scriptural text and biblical references

(10 pts) Through bible-related graphics and depictions

____ (25 pts) **How well does the entry reflect the theme and uplift the reader?**

(15 pts) By intentionally focusing on the theme in the overall presentation

(10 pts) By creating a tone and an approach that encourages the reader

____ (25 pts) **How well does the entry display creativity?**

(15 pts) Displays creativity through meaningful text

(10 pts) Displays creativity through complimentary graphics

____ (Bonus) (3 pts) Displays creativity through special effects and animation

____ (25 pts) **How well does the entry demonstrate technical skill?**

(15 pts) Content is strong, wording is concise, and fonts are legible

(10 pts) Web Pages are well-planned, intuitive in layout, load times are acceptable

____ (Bonus) (3 pts) Copyright laws are observed and appropriate credit is given to authors

(3 pt Deduction) **Format/Submission:** A 3 point deduction will be made should the participant not have followed instructions for submitting the entry.

____ (100 pts) **TOTAL**

POETRY RULES

PURPOSE: This event provides the opportunity to express spiritual feelings and thoughts in the form of rhyme and verse.

PROCESS: Each participant will:

- Read and follow rules for all Pre-Convention Events.
- Write a poem whose content **reflects the current year's theme**.
- Ensure that the poem is typewritten, in a 12 or 14 font, not in a script font, and does not exceed one page. (*Italics may be used. Italics keep the individual letters separate making it easier to read than a script font that links the letters together.*)
- **Mail four copies** of the poem and **one** cover sheet to the Event Coordinator on or before the mail-in deadline date. (Staple the cover sheet to one copy of the poem and then paper clip these on top of the other copies of the poem.)
- Enclose a self-addressed, stamped envelope (SASE) or e-mail address if delivery confirmation is desired.

The Event Coordinator will:

- Send confirmation of receipt of poems to the Church Coordinator if there is a SASE or e-mail address provided.
- Organize poems for judging.
- Provide Judge's Score Sheet for your three judges.
- Compile judging sheets and assign award category G,S,B,P.
- Provide all judging sheets, comment sheets, award recommendations and a copy of each poem with its cover sheet to the Award's Committee.
- Prepare the poems for display at the convention.

RULES:

1. The poem may be written in any meter or rhythm. It does not have to rhyme. Poems that do rhyme can adhere to any consistent rhyme scheme.
2. Poems **must** start with a title line.
3. Poems should have **one** cover sheet (See "Submission" section).
4. Adult assistance should be essentially verbal. Adults may discuss the theme and possible poetic applications. Adults may also make verbal suggestions on content and style, and point out editorial corrections of the participant's written work. Adults may type poems for children in the lower grade levels.
5. Optional – Participant may attach a 3"x5" card to the back of copies of the poem explaining the type of poetry and its relationship to the current year's theme.
6. There are three grade categories for this event: (3-6), (7-9), and (10-12).
7. Poems must be typewritten, in a size 12 or 14 font, not in a script font, and must not exceed one page. (*Italics may be used. Italics keep the individual letters separate making it easier to read than a script font that links the letters together.*)
8. Poems may be submitted by e-mail.
9. Only one poem per participant will be accepted.

SUBMISSION:

1. **One** typed cover sheet **must** follow this format: (Exception: You may use the Cover Sheet provided in the LTC manual for Pre-Convention events.)

Name
Grade
Congregation and Congregation Number
Congregation Address
Congregation Phone Number
Name of Church Coordinator
Church Coordinator Phone Number or E-Mail Address
Title of Composition

2. Staple **ONE** cover sheet on top of **ONE** copy of the poem. Paperclip these on top of your remaining **three** copies of the poem. Send the poems to the Poetry Coordinator; **postmarked by the pre-convention mail-in deadline.**
3. All materials that are submitted for judging become the property of LTC. It is understood that LTC reserves the right to use materials for promotion, instruction, or in any other manner deemed appropriate by the Board of Directors.

AWARDS:

1. There will be three Judges. Comment sheets will be provided for each participant. An award rating will be assigned based upon the three Judge's scores on a 5 point scale:

5 = Excellent, 4 = Good, 3 = Average, 2 = Below Average, 1 = Needs Work
2. Participants will be assigned a Gold, Silver, Bronze, or Participation Rating based upon the Judge's scores and will receive the corresponding engraved plate for the individual's award plaque.

**Leadership Training for Christ
Poetry
Judge's Form**

Congregation #: _____ Congregation Name: _____

Student Name: _____

Event: _____ Grade Level: _____

Creativity: Use of current LTC theme:				
Excellent	Good	Average	Below Average	Needs Work
Comments: _____				
Structure: Proper use of rhyme schemes, meter, or non-rhyming schemes.				
Excellent	Good	Average	Below Average	Needs Work
Comments: _____				
Readability: Appropriate use of "poetic license" for desired effect.				
Excellent	Good	Average	Below Average	Needs Work
Comments: _____				
Overall Effect: Words, style, and meaning combined.				
Excellent	Good	Average	Below Average	Needs Work
Comments: _____				
Material: Is it age/grade appropriate material and vocabulary?				
Excellent	Good	Average	Below Average	Needs Work
Comments: _____				
Rules: Adherence to submission rules.				
Excellent	Good	Average	Below Average	Needs Work
Comments: _____				
Additional Comments:				

_____ Cut here _____				

**FOR USE ONLY BY THE EVENT
COORDINATOR:**

G S B P

General Information for Writing Poetry:

Every Word Counts. In a poem each word must pull its share of the load. If a word is not an absolute necessity, cut it out! Poetry will also hone up your other writing. Wm. Higginson's book on Haiku is a good book on Haiku, which is an oriental form of only three lines. The first line has five (5) syllables, the second has seven (7), and the third has five (5). Writing haiku is a challenge. To paint a scene and tell a story in that amount of space is the best exercise you can get for writing any poetry. Remember the verse from the Bible, Jesus wept. There is no excess here but we clearly visualize the scene.

Show, Don't Tell. Another reason we can visualize the scene in the verse above is because we know Him. We have read other verses that let us know His character by His actions. If I ask you how you know that Jesus was kind, you could probably tell one of the stories that **shows** His kindness. How do you know He was compassionate? You could list several stories that **show** this. Showing is one of the most important tools we have.

Use All of the Senses. If your poem takes place on the beach of Galveston Island, let the reader taste the salt spray, let him smell the fishing boats, let him feel the hot sand between his toes, let him feel the spray as the waves dash against the jetty, let him see the greenish light that comes from deep inside the larger waves. In other words, let him know the world into which you are taking him.

Avoid Clichés. Don't allow yourself to fall back on stale or timeworn words or phrases. "flat as a pancake," or "lips like a red rose," or "as big as all outdoors." Think hard and come up with your own descriptions.

Rhyme Can Be Dangerous! If you chose to rhyme, remember, it should be so subtle as to be almost unnoticeable. It should NOT control the poem. It should not say, "Hey, Look at me!" **Rhyme should have meter but not be sing-songy.** Meter can be tapped out like the beat of music. Count the stressed points in each line. They must keep the same throughout. If you vary this you must have a very good reason and it must be self-explanatory to the reader.

Keep Your Pattern. If you promise the reader a certain pattern, stick with it. If the first stanza has four lines, rhyme every other line, with three beats per line, then every stanza should fit that pattern.

Free Verse. Borrowed from the Vernch, vers libre, which means "verse written without a particular or recognizable meter." But be careful. That does not mean that it doesn't have melody and grace.

Read Good Poetry & Works on Writing Poetry. Here are some: *Writing Poems* by Robert Wallace, *The Art and Craft of Poetry* by Michael Bugeja, a good rhyming dictionary, a *Poetry & Poets Encyclopedia* (with a Glossary of Poetic Forms), and the one mentioned earlier on Haiku. Also, teachers might like to use *Rose, Where Did You Get That Red?* by Kenneth Koch.

Read it out loud. Listen to it. Let someone else read it aloud. Words that are bulky or misplaced will be tripped over in the reading.

Have Fun!

"Poetry is a beautiful way of saying what it would impoverish us to forget." by Joseph Auslander.

General Information for Poetry Manuscript Preparations:

Make your manuscript READER FRIENDLY (so they won't stop reading).

Use plenty of white space around your work. Let the poem speak for itself.

Use dark, clear type--nothing fancy, just a plain 10 or 12 pt. font like Courier, Times Roman, Arial, Helvetica, or the like.

No fancy paper, decorations, or clipart. It will detract from your poem.

Remember, Spell Check won't catch everything. Spelling will be caught by having it read aloud. Words that are bulky or misplaced will be tripped over during the reading.

RADIO MINUTE MESSAGE RULES

PURPOSE: To challenge the participant in using a medium that is powerful in today's world where time is of the essence. The participant is to design and present a radio spot on audio-cassette, which will reach out to the community and encourage them with the message of Christ.

PROCESS: Each participant shall:

- Read and follow Rules for All Pre-Convention Events on Page 35 of manual.
- Participate only as an individual
- Share a brief devotional thought based on the current year's LTC theme
- Record the radio message on an audio cassette tape
- Mail the tape to the Event Director on or before Mail-in Deadline.
- Send a self-addressed, stamped postcard if you wish to receive confirmation of receipt

The Event Director shall:

- Send confirmation of receipt of audio tapes if requested.
- Organize the tapes for judging.
- Provide critique sheet for each entry.
- Report results to the Awards Committee.

RULES:

1. The participant's tape shall not be shorter than 30 seconds or longer than 60 seconds. Tapes under or over the time limit will be penalized three points for each five seconds (or fraction thereof) above or below the limit, for a maximum of 15 points. The individual's voice message must be within time frame.
2. Background music, special effects, etc. are permissible.
3. No adult voices shall be on the tape, and only one student's voice on the tape.
4. There are three grade divisions in this event:

Grades 3-6, 7-9, 10-12

SUBMISSION OF TAPES:

1. Submit only one Radio Minute Message per audio cassette and one typed documentation per envelope.
2. Typed documentation for each radio message tape submitted shall include:
 - a. Typed cover sheet in this format (see Cover Sheet on last page of this section):

<u>Format:</u>	<u>Example:</u>
Name	A. Christian
Grade	9th Grade
Congregation	Anywhere Church of Christ
Group Leader	B. Saved
Congregation Address	1234 Church Street
City, State, Zip	Any City, State 00000
Congregation Phone No.	512-555-1212
Title of Composition	"YOUR TITLE HERE"
 - b. Typed script of the radio message on a separate sheet of paper
3. Label each tape with the name of the participant and his/her congregation. Due to the growing interest in this event, and the number of tapes submitted.

AWARDS:

Ratings and awards will be given to those who score 75 points or better.

Gold -- 95-100 points, Silver -- 85-94 points, Bronze -- 75-84 points

JUDGING CRITERIA:

Script (40 Pts)

- ___ (15 pts) **Appropriate details** (music, background noise, etc., if needed for tape)
___ (10 pts) **Continuity**
___ (15 pts) **Adherence to theme**

Technical Expertise (25 pts)

- ___ (10 pts) **Timing**
___ (10 pts) **Creativity**
___ (5 pts) **Clarity of sound**

Delivery (35 pts)

- ___ (10 pts) **Voice Inflection/Control**
___ (10 pts) **Rate of speaking**
___ (10 pts) **Enunciation, pronunciation**
___ (5 pts) **Appropriate pauses**

(3 pt Deduction) **Format/Submission:** A 3 point deduction will be made should the participant not have followed instructions for formatting and submitting the entry.

___ (100 pts) **TOTAL**

SONG WRITING RULES

PURPOSE: To develop the ability to express spiritual thoughts and feelings in the form of song. It provides an outlet for a young person's musical interest and talent in the context of the Lord's service. Our hope is that some of these participants will grow up to write compositions suitable for publication and use by future generations of worshipers.

PROCESS: Each participant shall:

- Read and follow Rules for All Pre-Convention Events on Page 35 of manual.
- Write an original a cappella composition relating to the current year's theme
- Mail three copies of the song and title page to the Event Director on or before the Mail in Deadline.

The Event Director shall:

- Send confirmation of receipt of song if requested.
- Organize the songs for judging.
- Provide critique sheet for each entry.
- Report results to the Awards Committee.

RULES:

1. Write an original melody and original lyrics. Do not write words "to be sung to the tune of" an existing melody. No awards will be given for lyrics only. The lyrics must adhere to this year's LTC theme. You may, instead of writing original lyrics, set a scripture text to music, in which case you must note that fact on your title page.
2. When you have finished your composition, sing it in someone else's hearing to be sure it is as singable as you think it is. Then try teaching it to someone.
3. Harmony is *not* required, although proper harmonic chords may enhance the composition. Two-part harmony at least is encouraged in the older grade divisions. A composition will *not* have points deducted for being melody only. Improper harmonic chords may result in lower scores.
4. More than one person may work on a composition, but the song will be judged in the division of the oldest participant. It is intended that all writers of both words and music be student participants.
5. A typed cover sheet for each song shall follow this format (see Cover Sheet on last page of this section):

<u>Format:</u>	<u>Example:</u>
Name	A. Christian
Grade	9th Grade
Congregation	Anywhere Church of Christ
Group Leader	B. Saved
Congregation Address	1234 Church Street
City, State, Zip	Any City, State 00000
Congregation Phone No.	512-555-1212
Title of Song	"YOUR TITLE HERE"
Scripture text if used.	

Points will be deducted for insufficient documentation.

6. Submit your entry on paper that is 8-1/2" x 11" or smaller. It is acceptable to do the scoring either by hand or by using computer software. If you do not use preprinted staff paper, take extra care to make your work neat and readable. Do not staple the pages together, as they have to be separated during the judging process.
7. There are three grade divisions in this event:

Grades 3-6, 7-9, 10-12

AWARDS:

Ratings and awards will be given to those who score 75 points or better.

Gold -- 95-100 points, Silver -- 85-94 points, Bronze -- 75-84 points

JUDGING CRITERIA

- ___ (45 pts) **Music** -- Comfortable range, high to low (if parts, each range appropriate); intervals, easy to master; originality (creative use of accidentals, perhaps); pleasing to the ear
- ___ (45 pts) **Lyrics** -- Adherence to the theme; originality; aesthetic value; fit melody, syllables, stress on right beat, etc.
- ___ (10 pts) **Song Copy** -- Neatness, readability of copy, adherence to size requirement
- (3 pt Deduction) **Format/Submission:** A 3 point deduction will be made should the participant not have followed instructions for formatting and submitting the entry.
- ___ (100 pts) **TOTAL**

VIDEO BIBLE DRAMA RULES

PURPOSE: To dramatize, on videotape, a Bible story which illustrates the current year's CTLTC theme, using student actors dressed in appropriate Bible period costumes and using appropriate props.

PROCESS: Each participating group will:

- Read and follow Rules for All Pre-Convention Events on Page 35 of manual.
- Select an appropriate Bible story which illustrates the current year's CTLTC theme.
- Create the script based on the scripture.
- Provide costumes, props, student actors.
- Videotape the play.
- Mail the tape with typed documentation to the Event Director on or before the Mail in Deadline.
- Send a self-addressed, stamped postcard if you wish to receive confirmation of receipt.

The Event Director will:

- Send confirmation of receipt, if requested.
- Organize the tapes for judging.
- Provide critique sheet on each drama.
- Report results to the Awards Committee.

RULES:

1. The Bible Drama stories are to be selected from either the Old or New Testament.
2. The video play must incorporate a dramatization of a Bible story that illustrates the current year's LTC theme. Additionally, it may include a modern-day application, if desired.
3. Maximum length of the Bible drama is ten minutes. Dramas which exceed the ten-minute time limit will be penalized three points for each thirty seconds (or fraction thereof) above the limit.
4. Video cassettes are to be VHS or DVD format. Each tape shall be labeled with the following documentation:
 - Year and theme
 - LTC Congregation name and LTC Congregation number
 - Highest grade division category of participants
 - Title of drama
5. Separate *typed* documentation for each drama tape submitted shall include (see Cover Sheet on last page of this section):
 - Name and address of the congregation of the participants
 - LTC Congregation number and Team Number
 - Name, address, and phone number of contact person
 - List with name and grade of each participant
 - Script (including scripture references) of the drama

Failure to provide required documentation will result in a three-point penalty deduction.
6. Participating groups may submit more than one entry, but each drama submitted must be recorded on a separate tape with pertinent typed documentation for the tape attached.

7. There are three grade divisions in this event:

Grades 3-6, 7-9, 10-12

8. The drama may include students from more than one grade division; *however*, the drama will be judged in the division of the oldest participant. It is intended that all actors and narrators be student participants.
9. Let the kids do as much as they can. They will not be penalized for editing, as long as it does not drastically take away from the story.

Editing Tips

We understand that editing the video is an intimidating prospect. Therefore, we have included these tips and reminders.

You may be saying, "But we don't have any editing equipment. How can we do Video Bible Drama?" Never fear. All you need are two VCR's, a television and two coaxial cables (Each VCR should have one already and they are available at any Radio Shack, Wal-Mart or any electronics store).

How To Set Up Your Own Editing Station:

1. Gather the above mentioned materials.
2. Plug the Coaxial cable into the " To TV / Out" connection on your VCR. We will refer to this VCR as *the recorder*.
3. Plug the other end into the TV connection labeled "Antenna / Cable".
4. Plug the second Coaxial cable into " To TV / Out" connection on your second VCR. We will refer to this VCR as *the player*.
5. Plug the other end into the " in/from Antenna or Cable" connection of the *recorder* (the first VCR). (For the sake of clarity, place the *recorder* on top of the *player*.)
6. Plug all VCR's and TV into the wall. (Obvious, I know.)
7. Turn on VCR's and TV.
8. Set channel selector in back to channel 3 on both VCR's.
9. Turn VCR's and TV to channel 3.

Test Your Setup:

With everything set up as above:

1. Place a tape into the *player* (bottom VCR).
2. Press play. You should see the image on the television. If so, proceed to next step. If not, be sure steps 1 - 9 are done correctly.
3. Insert a blank tape into the *recorder* (top VCR).
4. Press play on the *player* (bottom VCR) and record on the *recorder* (top VCR).
5. Allow it to play for a few seconds.
6. Press stop on both VCR's.
7. Press play on *recorder* (top VCR).
8. Rewind the tape while still in play mode. This will enable you to see the image you just record in fast rewind on the TV.
9. Stop the rewind and press play. Be sure you have audio as well as video on your new copy. *

*If you have done as instructed in steps 1 - 9 and still do not have both audio and video on the tape here are two possible causes:

1. You may need to use special cables instead of coaxial cable. This type of cable will have separate plugs for Audio and Video. These are usually designated by the colors white and yellow, sometimes red. They are plugged into the outlets on our VCR and TV in special outlets on the back of both units. Be sure and use the correct "input" or "output" outlets. Input always for your TV, output if going from the VCR to either the other VCR or to the TV. When using this set up there is a good chance you will need to read the next suggestion.
2. Your TV or *recorder* needs to be told that the signal is coming from the cables and not the regular TV source. This may be called Video mode or something similar. See your TV or VCR manual on forms of "Input".

How To Record:

1. Insert your master into the *player* (bottom VCR).
2. Locate the first scene you wish to transfer to the new tape.
3. Pause the tape at the beginning of the scene.
4. Simultaneously press record on the *recorder* (top VCR) and PAUSE (or PLAY depending on the model of VCR you have. Press which ever one will release the freeze frame.) on the *player* (bottom VCR).
5. You can watch the scene on the TV. Press PAUSE on the *recorder* (top VCR) at the end of the scene. (Pause creates a cleaner cut between scenes than STOP.)
6. Repeat this process for every scene.

Tips:

1. While filming the scenes leave some dead action at the beginning and end of each scene. This means do NOT have the characters speaking or doing anything vital for the first few seconds after you say "Action".. Also, do not shut off the camera for a few seconds after the vital action is over. Have the characters do something, but not something you can not cut out at any point during editing. This will make editing the tape 200% easier. (I learned this from first hand experience.)
2. Use the VCR's counter. Write down the start and approximate end times of each scene according to the VCR you will be using. Right down the order of the scenes and start times.
3. Before you start recording as scene, watch it to make sure it is the "take" you want and that you know when it ends and where you want to stop recording.
4. If you make a mistake while copying simply use the PLAY and PAUSE buttons on the copy to re-cue the tape and start steps 1 - 6 over.

Editing your video is probably the most Adult labor intensive part of Video Bible Drama. We encourage you to let the kids do as much as possible for their age. But please remember that editing while necessary for the finished product, is not the focus of Video Bible Drama. Editing is NOT one of the categories that the judges will grade. Editing will only be looked at in the context of the following:

1. Does the Video fit into the time limit?
2. Have the scenes been placed in a logical order?
3. There is NO judging for cleanness of cuts, or quality of editing.

Let the kids do as much as they can. We will not penalize for editing, as long as it does not drastically take away from the story.

AWARDS:

Ratings and awards will be given to those who score 75 points or better.

Gold -- 95-100 points,

Silver -- 85-94 points,

Bronze -- 75-84 points

Awards will be given to all team members, based on each team's rating.

JUDGING CRITERIA:

Script (30 pts)

____ (10 pts) **Theme** -- Adherence to the current year's theme is clearly and easily perceived.

____ (10 pts) **Biblical Accuracy** -- Story reenactment will adhere to the details revealed in the scriptures. Although some embellishment may be required for smooth dialogue, understanding action, etc., the facts as described in the Bible may not be altered.

____ (10 pts) **Continuity** -- Story line and dialogue should flow smoothly, particularly in the transition that must occur when a modern application is included.

Actors (20 pts)

____ (15 pts) **Delivery** -- Dialogue and interaction between characters should be smooth and natural.

____ (5 pts) **Poise** -- Movement and reactions of the characters should be appropriate for the story and seem "real" to the observer.

Costumes and Setting (25 pts)

____ (10 pts) **Costumes** -- Clothing shall be appropriate for story and lend authenticity to roles characters portray.

____ (15 pts) **Set Design** -- Sets and props need not be elaborate. However, creative use of setting and props make the situation believable, and adds to the overall effect.

Technical Expertise (15 pts)

____ (5 pts) **Clarity of Picture** -- Characters and action should be clearly discerned, not fuzzy or indistinct. Transition between scenes or "takes" should be smooth.

____ (5 pts) **Clarity of Sound** -- All actors, sound effects, music, etc. should be clearly heard and understood.

____ (5 pts) **Special Effects** -- Creativity in lighting, camera angles and other different approaches can greatly enhance the production. It is important to note that editing out mistakes can also improve the final product.

Overall Effect (10 pts)

____ (10 pts) **Audience Appeal** -- When the play is finished, notice the observers' response to the production as a whole.

(3 pt Deduction) **Format/Submission:** A 3 point deduction will be made should the participant not have followed instructions for formatting and submitting the entry.

____ (100 pts) **TOTAL**

VIDEO MINUTE MESSAGE RULES

PURPOSE: To help young people communicate their faith and beliefs through a powerful medium in today's world. The participant will create and present on VHS video cassette a video message which can be used to reach out to the community with a message from Christ in a format and style representative of today's world. Entries should present a clear message that visually represents the current year's theme.

PROCESS: Each participant shall:

- Read and follow Rules for All Pre-Convention Events on Page 35 of manual.
- Create a visual message based on the current year's CTLTC theme
- Record the video thought on a VHS video cassette or DVD
- Produce one tape without active adult involvement (advice is acceptable)

The Church Coordinator shall:

- Determine that each participant is registered for only one video minute message team
- Determine that each video minute message team size is a minimum of one participant and a maximum of ten (10) participants. (Participants may move up, but not down in age group classification).
- Determine that each team has selected the proper format (single source or multi source).
- Properly register each video minute message team with the correct information.
- Mail the tape with the proper, typed documentation information and team list to the Event Director on or before the Mail-in Deadline.
- Send a self-addressed, stamped postcard if you wish to receive confirmation of receipt.

The Event Director shall:

- Send confirmation of receipt of video tapes if requested.
- Organize the tapes for judging.
- Provide critique sheet for each entry.
- Report results to the Awards Committee.

Video Minute Message will be divided into two categories: Single Source and Multi Source.

- **Single Source** tapes will be created without using outside material (video clips, adult voices, news stories, etc., will NOT be allowed).
- **Multi Source tapes will be created with the use of outside material (video clips, adult voices, news stories, etc. WILL be allowed). The proper CCLI and CVLI licenses must be included in all documentation. Adult and/or adult voices are allowable in multi source tapes if their involvement is deemed a natural part of the story. Adults may not become part of the production process.**

RULES:

1. Each tape shall not be shorter than 15 seconds or longer than 60 seconds. Tapes under or over the time limit will be penalized three points for each five seconds (or fraction thereof) above or below the limit, for a maximum of 15 points.
2. Background music, special effects, computer-effects, live-action are permissible for both single source and multi source tapes.

3. An unlimited number of teams and/or participants from each congregation are allowed per grade level with a maximum of ten (10) students per team. Each team may submit only one entry, and a participant may only be on one team.
4. There are three grade divisions in this event:

Grades 3-6, 7-9, 10-12

SUBMISSION OF TAPES:

1. Submit only one Video Minute Message per video tape and one typed documentation per envelope.
2. Typed documentation for each video message tape submitted shall include:
 - a. Typed cover sheet in this format (see Cover Sheet on last page of this section):

<u>Format:</u>	<u>Example:</u>
Congregation	Anywhere Church of Christ
Congregation No.	101
Team No.	1234
Team's Grade Division:	7-9 Grade
Each Participant's Name	A. Christian
Each Participant's Grade	8 th Grade
Group Leader	B. Saved
Congregation Address	1234 Church Street
City, State, Zip	Any City, State 00000
Congregation Phone No.	512-555-1212
Title of Composition	"YOUR TITLE HERE"

- b. Typed script of the video message on a separate sheet of paper
3. Label each tape with the Congregation, Congregation No., Team No., and Team's Grade Division. Due to the growing interest in this event, and the number of tapes submitted.

AWARDS:

Ratings and awards will be given to those who score 75 points or better.

Gold -- 95-100 points, Silver -- 85-94 points, Bronze -- 75-84 points

JUDGING CRITERIA:

Production (65 Pts)

- ___ (10 pts) Adherence to current year's theme
- ___ (25 pts) Creativity (use of elements to focus on theme)
- ___ (20 pts) Special Effects (computer-generated; natural)
- ___ (10 pts) Editing (final product of shots, sounds and sights)

Presentation (35 pts)

- ___ (5 pts) Script (do your choice of words reflect theme?)
- ___ (10 pts) Sound (balance between dialogue and effects)
- ___ (10 pts) Timing (did you stay within your one minute?)
- ___ (10 pts) Comfort (cast interaction or presence on camera)

(3 pt Deduction) **Format/Submission:** A 3 point deduction will be made should the participant not have followed instructions for formatting and submitting the entry.

___ (100 pts) **TOTAL**

VIDEO SCRAPBOOK

PURPOSE: To provide a video that introduces others to all the aspects of your youth group.

PROCESS: Each participating group shall:

- Video tape activities from April through February
- Include CTLTC activities, but other activities should also be included

The Church Coordinator shall:

- Read and follow Rules for All Pre-Convention Events on Page 35 of manual.
- Determine that each participant is registered on only one video scrapbook team (students may move up, but not down in age group classification).
- Determine that his/her congregation has registered no more than ten (10) participants per video scrapbook.
- Properly register each video scrapbook team with the correct information
- Mail the VHS or DVD with typed documentation to the Event Director on or before the Mail-in Deadline.
- Send a self-addressed, stamped postcard if you wish to receive confirmation of receipt.

The Event Director shall:

- Send confirmation of receipt, if requested.
- Organize the tapes for judging and provide judging sheets on each scrapbook
- Report results to the Awards Committee.

RULES:

1. Participating teams will creatively organize, on video, activities in which the youth group has participated through the dates of April through February.
2. Maximum length of the video is 12 minutes. Videos which exceed the 12 minute time limit will be penalized three (3) points for each thirty (30) seconds (or fraction thereof) above the limit.
3. Video cassettes are to be VHS or DVD format. Each tape shall be labeled with the following documentation:
 - Year and theme
 - CTLTC Congregation name and number
 - Team number and Team grade level
4. Separate typed documentation for each tape submitted shall include the below (see Cover Sheet on last page of this section). Failure to provide the below required documentation will result in a three (3) point penalty.
 - Name and grade of each participant
 - Name and address of the congregation of the participants
 - CTLTC Congregation number
 - Team number and Team grade level
 - Name, address, and phone number of a contact person
 - Short description of each activity on the tape
5. An unlimited number of teams and/or participants from each congregation are allowed per grade level with a maximum of ten (10) students per team. Participating groups may submit only one entry, and a student may only be on one team.

6. There are three grade levels in this event: Grades 3-6, 7-9, 10-12
7. The grade level will be determined by the grade of the participants putting the video scrapbook together, not by the grade of the youth in the video.

AWARDS:

There are three ratings available in each grade division. Ratings and awards will be given to those who score 75 points or better.

Gold -- 95-100 points, Silver -- 85-94 points, Bronze -- 75-84 points

JUDGING CRITERIA:

(10 pts) **Basic Requirements**

- ____ (4 pts) Activities from April to February
- ____ (3 pts) Names and age division displayed properly
- ____ (3 pts) Length of the video does not exceed 12 minutes

(30 pts) **Contents**

- ____ (20 pts) Well balanced display of activities
- ____ (10 pts) CTLTC related work

(30 pts) **Technical standards**

- ____ (10 pts) Transitions between different events should be smooth
- ____ (10 pts) Creativity in arrangement of segments
- ____ (5 pts) Clarity of picture (the video does not jump around and is not fuzzy)
- ____ (5 pts) Clarity of sound (any narrating, sound effects, or music should be easily heard)

(10 pts) **Description of activities**

- ____ (5 pts) Easy to follow
- ____ (5 pts) Short and concise

(20 pts) **Overall Effect**

- ____ (20 pts) Overall impact of the video

(3 pt Deduction) **Format/Submission:** A 3 point deduction will be made should the participant not have followed instructions for formatting and submitting the entry.

____ (100 pts) **TOTAL**

COVER SHEET

To be used for Pre-Convention events where specified in the rules. Information should be legible. Review rules and include any other item as specified.

Name:	Grade Division:
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(If team event, provide Team No. and listing of each participant (Name and Grade of each Participant))

Congregation:	No.
Address:	
Phone:	

Contact Name:	
Address:	
E-mail:	Phone:

Submission for which Event:
Title:
Other Information:

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