



2009 AASHTO Public Affairs Skills Contest Step-by-Step Entry Instructions

Step 1. Review the contest Web site for complete contest details.

Step 2. Select up to six categories in which to enter. This year's contest is limited to a maximum of six categories. Only one entry per category. Click here for a complete listing of [categories](#).

Note: The submission limit does not apply to the Founder's Award, PR Professional of the Year and Special Recognition Award categories. You are welcome to enter these two categories, in addition to six others.

Step 3. Review the method(s) of acceptable entry, which varies by contest category. Entries should be submitted electronically unless the judging state can't accept the file due to its size.

a. Submit entry electronically in one of the accepted formats to the judging state. If the entry cannot be remitted electronically due to its file size, it should be mailed to the judging state. Contact information for the judging state is listed on the contest [categories page](#).

AND

b. Submit entry electronically in one of the accepted formats to the 2009 Awards Committee chair at susan.m.watkins@wv.gov. The 2009 Awards Committee will be using the electronic entries to create the awards presentation and make the information available on the subcommittee's Web site. If the entry cannot be remitted electronically due to its file size, it should be mailed to:

Susan Watkins
Director of Communications
West Virginia Department of Transportation
State Capitol Complex, Bldg. #5, Room 109
1900 Kanawha Blvd. East
Charleston, WV 25305-0430

Step 4. Fill out the entry form.

In previous years, the entry form and project profile sheet were separate documents. In 2008, the forms were combined into a single entry form.

The maximum length of the entry form is two pages, typed on one side. Be sure to address all of the questions on the entry form. Entries that fail to answer all of the questions risk disqualification.

a. Fill out an entry form for each entry.

b. Submit an electronic copy of the entry form to the judging state via the e-mail address indicated on the contest [categories page](#). An electronic copy should also be remitted to the 2009 Awards Committee chair at susan.m.watkins@wv.gov.

Step 5. Prepare your entry for submittal. **August 21** is the deadline to enter electronically. For entries too large to be forwarded to the judging state electronically, the deadline is close of business **August 24, 2009** (must be postmarked).

Step 6. Call if you have questions. If you have questions about the contest, call or e-mail the chair of the 2009 Awards Committee.

Susan Watkins, West Virginia DOT
304-558-0103
susan.m.watkins@wv.gov