



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

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 ___ Flyers

___ Posters ___ Websites

Page count: ___

___ User Support Materials

___ Job Aids / Quick Start Guides ___ Help ___ Organizational Manuals

___ Quick References ___ Reference Documents ___ User Guides

Page count: ___

Target audience

Limit: 250 characters

Purpose of the entry

Limit: 500 characters

Spotlight use only		
Category no.	Entry no.	Award
International use only		
Category no.	Entry no.	Award

Entry title:

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

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 (65.5k) 24-bit (16.8M) Other _____

Tools used to create the entry

URL of entry, if required

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

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: _____

Informational Materials Instructional Materials Promotional Materials User Support Materials

Contributors to this entry

STC membership status

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: _____

Spotlight use only		
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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: _____