



# **CTLTC / Central Texas Leadership Training for Christ Houston, Texas**

## **2016 CTLTC Pre-Convention Event Submission Instructions**

Pre-Convention entries should carefully follow the instructions below:

Pre-Convention events are typically judged by multiple judges. A person may judge more than one type of event (Poetry, Christian Essay). If multiple items are submitted on one email your students submission (event) could possibly get lost in the shuffle.

All 2016 CTLTC Pre-Convention Entries will be submitted to the same Email address.

Please help us help you by following a few simple rules:

- Each submission should include the “Year / Event Name / Participant Name / Grade Level” in the Subject Line:
  - 2016 / Poetry / Jane Smith / Grade 3-6
- Each entry (item) should be submitted on a separate email. i.e.:
  - If you have three students submitting poems, you will send to send a separate email for each student’s poem. (3 emails)
  - If you have one student submitting a poem, an essay and a web page you will send a separate email for each item submitted. (3 emails)
- Entries will be submitted to [Pre-Convention@CTLTC.net](mailto:Pre-Convention@CTLTC.net)

Thank you for your cooperation.