

Holiday Door/Window Decorating Contest Rules

Entry: To participate in the Holiday Door/Window Decorating Contest, each Team or Individual must sign up using the Google registration form no later than noon on Friday, December 8th with the following information:

- The name of the staff member. If you are participating as a team, provide team name and the individuals participating in the team. Please designate a “team leader” for correspondence purposes.
- Location of the door or window to be judged. Please include building, floor, and Room. Example: Picken Hall, Third Floor, Room 306.

Rules: Participants must adhere to the following rules to be eligible for judging:

- Staff members can only participate in one team entry.
- Each individual or team may only submit one door or window for judging.
 - If there are multiple decorated doors or windows per department/office, please make sure each team or individual submits a separate entry. Please specify the door or window on the entry form.
- Please make sure you receive supervisor approval before submitting an entry.
- Entries will be accepted Monday, November 6th – noon on Friday, December 8th. All decorating must be completed by Friday, December 8th at 4:30 PM.
- Door or window decorations must be holiday themed.
- Door or window decorations must be work appropriate.
- Only the door or window itself will be judged and any decorations that extend beyond the door or window will be excluded. Do not damage door, window, or surrounding area:
 - Use only clear or painter’s tape.
 - Do not glue anything directly to the door, window, or other surfaces.
 - Do not use tape, glue, or any other adhesive on carpets.
 - Do not use any material that could harm the door, window, or other surfaces.
- Decorations should not obstruct access to the office. Doors and windows should be able to open and close.
- Decorations are at the employees’ expense.
- HAVE FUN!

Judging:

- The judging panel will be made up of at least six Staff Senators. If a judge on the panel has submitted an entry, they will not be able to judge their own.
- The entries will be divided into groups (based on location) and will be judged by a team of two Senators. This is due to time constraints as last year we had over one hundred entries.
- Judging will take place December 11th – December 14th.
- Rubrics will be collected and scored, and the winner will be announced on Friday, December 15th.
- In the event of a tie, an award will be given to all individuals/teams that tied.

Winners:

- Winners will be announced at 3:00 PM on Friday, December 15th.
- Winning Doors or windows will be photographed and placed on the Staff Senate website. Plus, you get bragging rights until next year!
- Certificates will be awarded for the following winning categories:
 - Grand Prize, Runner Up, and Third Place
 - Funniest
 - Most Creative
 - Most Festive
 - Grand Prize, Runner Up, and Third Place winners may also win the funniest, most creative, and most festive award categories.
- Award Certificates will be delivered December 18th – 19th by a Staff Senator.