

Actions to take					
	What	Who	How	When	Resources
Step 1	Draft the concept and specifications of the Contest	Grado 16	Through the elaboration of already agreed elements and examples of other similar contests	31 October	-
Step 2	Define the name, concept and specifications of the Contest	All Organisations	Through email /msn/skype (Brainstorming/vote for name)	7 November	-
Step 3	Create the Contest Internet Site and registration form	Grado 16	Through graphic elaboration of concept, creation of logo and following examples of simple online registration forms	10 December (Logo 30 November)	-
Step 4	Prepare and print promotional materials	Every organisation at a local level	Using the logo and graphics of the Internet site (single organisations can promote also workshops on the issue of Respect)	Max. 10 January	-
Step 5	Distribute promotional materials Promote through public relations	Every organisation at a local level	Every organisation through the organisation's channels	Until closing date for participants	
Step 6	Closing date for participation	-	-	30 April	
Step 7	Local Award Event	Every org. at a local level		Until End of May	Find local resources
Step 8	Online Voting for the European Winner		Through the Contest Website; Promotion for the voting should be made during the Local Award Events	From June 1 st to start of Media Camp	-