

Sample Letter to Gather Registration Information from County Winners,
Parents, Caretakers, and Teachers

Dear West Virginia Young Writers Contest Winners, Teachers, and Parents,

Congratulations on being a county winner, a teacher of a county winner, or a caretaker/parent of a county winner of the West Virginia Young Writers Contest.

County winners, two guests, and their teachers are invited to attend WV Young Writers Day at the University of Charleston in Charleston, WV, on **Friday, May 5, 2023**. The day begins with a keynote address, followed by writing workshops conducted by distinguished authors. In past years, Marc Harshman, Marie Bradby, Bil Lepp, and Cheryl Ware have presented outstanding sessions. The highlight of the day is the awards ceremony that honors every county winner.

All participants will need to be registered for Young Writers Day by **April 7, 2023**. The County Coordinator manages registration of students, parents, and teachers for this event. Parents and caretakers, please contact your child's teacher or the County Coordinator who will gather information needed for registration.

The County winner and a maximum of two guests will receive complimentary lunch tickets for boxed lunches. Participating teachers will also receive a complimentary lunch ticket. Please make sure to include the number of additional lunches needed when providing registration information to the county coordinator or your child's teacher.

To be sure enough seating and lunches are available for all attendees, please let your teacher or county coordinator know whether you plan to attend and the number of guests who will be joining you at Young Writers Day. Please provide this information to the teacher or the County Coordinator well before April 7, 2023, so there is sufficient time to register all those who wish to attend Young Writers Day.

Remember:

Registration for Young Writers Day closes on April 7, 2023, at midnight.

CHECK-IN FOR YOUNG WRITERS DAY

Check-in for Young Writers Day opens at 8:00 a.m. at the University of Charleston in Riggleman Hall Rotunda area. You will receive your program, a free ticket for a box lunch and two additional lunch tickets for your guests. There will be no additional lunches for sale.

A bookseller will be selling books by the attending authors and other WV authors, so you may want to bring money, a checkbook or charge card. Authors will be available to sign their work at times during the day. We will also have a limited number of WV Young Writers Day t-shirts for sale.

Additional information including maps and hotel/motel information can be found at: www.marshall.edu/cwvwp.

Click on Young Writers on the top and select Young Writers Day from the pull-down menu.

Winners, congratulations on your achievement. I hope you can attend! Do not hesitate to contact me if you have any questions about registering for Young Writers Day 2023.

Yours truly,

(Insert your name and contact information of individual handling county registration for YWD)