

CONTEST HOST KIT: RUNNING A PAPER COLORING CONTEST AT YOUR EVENT



How an event organizer runs a simple, paper-only coloring contest during the pre-show and hands every family a double-sided activity handout. Entries use numbers instead of names, and a parent or caregiver handles each entry.

Learning goal Organizers will run a fair, free, paper-based coloring contest that keeps kids' personal information off the artwork and off the internet.	Ages Kids 6-11 as entrants; age bands are set by the organizer	Time About 15 minutes of setup, coloring during the pre-show, 15-20 minutes of judging
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Group: Any event size; plan one organizer at the contest table plus one helper for busy events

Materials

- Contest Host Kit printable: rules template, numbered guardian slips, judging sheet, display sign, award certificate
- Contest-ready coloring sheets, each with an entry-number box
- Event Handout printed double-sided, enough for every family whether they enter or not
- Crayons or colored pencils (skip permanent markers)
- Clipboards or hard surfaces for coloring on blankets
- One box for finished artwork
- One separate envelope or folder for guardian slips that stays with the organizer
- Pens for grown-ups
- A table, a small light for after dark, and a printed rules sign

Before you start

- Fill in the rules template: age bands (for example 6-7, 8-9, 10-11, or whatever fits your crowd), judging criteria, prizes, entry deadline, when and how winners are announced, and the date guardian slips will be destroyed.
- Pick a slip-destruction date and write it on the rules. A placeholder to consider: 30 days after winners are announced. You set the final date.
- Number the contest sheets and matching guardian slips so sheet 014 goes with slip 014.
- Have someone review the rules before the event. The template is a starting point for your review, not legal advice.
- Print the double-sided Event Handout.
- Set up the table where it's easy to find and has light once the sun goes down.

Step by step

- 1 Post the rules sign on the table. Entry is free. No purchase, booking, subscription, or marketing consent is needed to enter, and nobody should be asked for one.
- 2 A parent or caregiver picks up a numbered contest sheet and the matching guardian slip. By default the slip holds only the entry number, the age band and the grown-up's first name. Winners are announced by entry number at the event, so no contact details are needed. Only if a family can't stay for the

announcement should the slip carry one way to reach them, and the organizer decides that ahead of time.

- 3 The artwork carries only the entry number and age band. No names on the front or back.
- 4 Guardian slips go straight into the organizer's envelope and stay with the organizer. Artwork goes in a different box.
- 5 Give every family the double-sided Event Handout, whether they enter or not.
- 6 Close entries at the posted deadline.
- 7 Judges score the artwork by number only, using the criteria on the rules. Examples: effort, creativity, use of color, and fitting the theme, each scored 1 to 5. Judge each age band separately.
- 8 Announce winners by entry number at the posted time. The winner's parent or caregiver comes to the table and the organizer matches the number to the slip.
- 9 Don't post names, photos, or artwork online. Winners are announced in person only.
- 10 After the event, keep the slips in a secure place. Shred or otherwise destroy them by the date on the rules.

Safety

- Children stay with their parent or caregiver while they color and when prizes are handed out.
- Only a parent or caregiver fills out a guardian slip or claims a prize.
- Collect only what you need. Most contests need no contact details at all because winners are announced by number at the event. Never ask for birth dates, addresses, schools or a child's email, and no marketing checkboxes.
- No photos of children with their artwork for social media or any online use.
- Keep guardian slips with the organizer at all times and destroy them by the stated date.
- Keep the table lit and away from cords, the projector area, and walkways.
- The rules template is for your review and isn't legal advice. Check any local requirements for contests or giveaways before the event.

Talk about it

- Ask entrants: What made you pick those colors?
- What part of your picture are you proudest of?
- If you could add one thing to your page, what would it be?
- Ask at the handout table: Which trivia question was the hardest?
- Ask your volunteers afterward: What would make the table run smoother next time?

Make it easier

Run one age band with one prize, and give every entrant a small thank-you sticker so nobody leaves empty-handed.

Take it further

Add a second paper category, such as 'design a movie poster,' with its own numbered pages and the same slip process.

No screen? No problem

The whole contest is on paper. If you can't print the Coloring Pack, hand out blank numbered paper with a drawing prompt on the sign, like 'Draw your dream outdoor movie night.'

Not tied to any curriculum standard. Adapt freely for your group. Free to print for personal, classroom and event use.