



To-Do List for Sponsoring Companies Hosting an Internal Spelling Bee

Pre-Event Planning

1. **Assemble an Organizing Committee**
 - Select a small team responsible for planning, promoting, and running the spelling bee.
2. **Define the Structure and Rules**
 - Decide on individual versus team participation.
 - Establish clear rules, including the format of the competition (e.g., written preliminary rounds, oral finals).
3. **Set a Date and Venue**
 - Choose a date well in advance of the gala to ensure winners can attend.
 - Reserve an appropriate space within your office that can accommodate participants and an audience.
4. **Promote the Event**
 - Launch an internal marketing campaign using emails, intranet posts, and flyers to generate excitement and encourage sign-ups.
 - Highlight the connection to the gala and the charitable cause it supports.
5. **Registration Process**
 - Set up a simple registration process, including collecting the entry fee, which will be donated to the gala's charitable cause.
 - Create a deadline for registration to ensure a smooth planning process.

Preparing for the Bee

6. **Prepare the Word List**
 - Compile a diverse list of words, varying in difficulty, to be used during the competition.
 - Consider including industry-specific terms to make it relevant and challenging.
7. **Recruit Judges and Pronouncers**

- Select impartial judges from within or outside the company who are well-versed in language and spelling.
- Choose a pronouncer, preferably someone charismatic and with clear diction.

8. Logistics and Equipment

- Ensure the venue is equipped with a sound system, seating for the audience, and a podium or stage for participants.
- Plan for recording or live-streaming the event for remote employees.

Day of the Event

9. Set Up the Venue

- Arrange the space with a clear view for the audience and a comfortable setup for participants.
- Test all equipment (microphones, lighting, projectors) beforehand.

10. Conduct the Spelling Bee

- Start with a welcome speech, explaining the rules and the flow of the event.
- Conduct the competition, ensuring a smooth transition between rounds and adherence to the rules.

11. Celebrate Participants and Announce Winners

- Acknowledge all participants with certificates or small tokens of appreciation.
- Celebrate the winner(s) who will represent the company at the gala, possibly with a trophy or special prize.

Post-Event

12. Share the Results and Photos

- Publicize the outcome of the spelling bee through company channels, celebrating the winner(s) and all who participated.
- Share photos or videos from the event to build community and excitement for the gala.

13. Prepare the Winner for the Gala

- Offer support for the winner(s) in preparing for the gala competition, such as additional word lists or practice sessions.

14. Feedback and Thanks

- Solicit feedback from participants and attendees to improve future events.
- Thank everyone involved in organizing and participating in the spelling bee.