

# Snail Mail Submission Instructions

## How to Enter Your Poems

### *A. Prepare the Poems:*

Type each entry in English on only one side of 8 1/2 x 11-inch paper, one poem per page, single-spaced (if a poem runs longer than one page, staple together all pages of each copy). Prepare two copies with the name of the contest in the upper right-hand corner of both copies. Place the name, address, phone number and email address of the poet under the name of the contest on only one copy of the poem. The second copy should have no identifying information on it. (Winners will be asked to submit an electronic copy, if possible, for printing in the *The Reach of Song*.)

### *B. Prepare Payment:*

Write a check or money order payable to: Georgia Poetry Society. (Do not make checks or money order payable to individual contest chairs.) All competition fees must be paid in U.S. funds. Poems accompanied by cash will be disqualified and returned to the submitter. **IMPORTANT:** Check to be sure your payment is correct. The total must include \$2.00 for each poem entered if you are a GPS member, and \$3.00 per poem if you are not a member of the GPS. You do not need to write separate checks or money orders if you are entering poems in multiple contests.

### *C. Mail Your Entries:*

In a suitable envelope, include both copies of all your entries, along with your check or money order. If you want to receive a list of award winners, be sure to include a SASE. Mailing all your entries for all contests in a single envelope is encouraged. **Mail your entries anytime after September 1 but no later than November 15**, unless November 15 occurs on a weekend or holiday, in which case you can mail your entries the first business day after November 15. Address the envelope to:

GEORGIA POETRY SOCIETY  
Duanne Kaiser  
3733 Hwy 255 N.  
Sautee Nacoochee, GA 30571