

Amira Competition Planning Template

Preparing for a reading competition takes about two weeks. As the coordinator, make sure all staff understand the details of the event. This template will help you plan and manage the Amira reading competition smoothly. It includes key steps for organizing, running, and keeping students engaged, from setup to rewards.

[Click here](#) to review the Amira Competition Guide.

Competition Details

Competition Name/Theme	
Planning Committee <i>Who is planning this competition?</i>	
Competition Window <i>When will the competition take place?</i>	Launch Date: End Date:
Team Structure <i>How will you group participants?</i>	
Metric <i>What are you measuring?</i>	
Goal <i>What must participants achieve to win the competition?</i>	
Milestones <i>What milestones will you celebrate as students work towards the goal?</i>	

Rewards & Celebrations

Progress Celebrations <i>How will you celebrate when a team reaches a milestone?</i>	
Maintaining Motivation Throughout <i>How will you provide ongoing recognition and engagement?</i>	
Rewards for Competition Winners <i>How will you celebrate competition winners?</i>	

Competition Logistics

Task	Date and/or Schedule	Person(s) Responsible	Notes
Present competition to teachers and staff			
Introduce competition to students			
Gather and distribute materials (trackers, posters, etc.)			
Prepare rewards & prizes			
Send letters home to families			
Set up technology and check devices			
Prepare progress tracking methods			
Launch competition			
Track progress			
Announce progress			
Gather competition highlights			
Update competition displays			
Distribute prizes			
Lead closing ceremony			
Communicate achievements to families			