Instruction Manual and Contest Rules

Instruction Manual

The instruction manual should be written for the facilitator of the contest.

A budget detailing how much it will cost to conduct the contest should be included. When preparing a budget, please round the numbers to the nearest whole dollar. Direct and indirect costs should be included. Direct costs include items such as how much the materials are, and indirect costs include items such as how much electricity is or how much it will cost to rent space (i.e., renting of a park or football field to launch a rocket).

A timeline illustrating when to do what should be included. Should the facilitator purchase the materials for set-up the playing field one week or two weeks before the contest? If the contestants are to supply their own material, when should the facilitator instruct them to do so? When should the instructor reserve the space needed to conduct the contest? And, other such questions should be answered. A Gantt Chart and list of tasks are helpful.

Safety precautions, warnings, and helpful hints should be included.

Contest Rules

The contest rules should be written for the students / competitors in the contest.

If the contestants are responsible for gathering the material, a budget detailing approximate costs and locations to purchase those materials should be included. When preparing a budget, please round the numbers to the nearest whole dollar.

A timeline for the contest should be included. At the least, an approximate agenda for the competition day is needed.

Safety precautions, warnings, and helpful hints should be included.

General Guidelines to Draft Instruction Manuals & Contest Rules

The general guidelines for drafting instructions are as follows:

- Analyze your audience
- Plan for safety
- Use lots of figures and diagrams
- Number the instructions (be sure to present in chronological order)
- Use the imperative mood (omit subject, use action verb, and use a parallel structure)
- Present an overview discussing the purpose of the manual, what is included in the manual, and what the end result should be