

## **Important information for all entries:**

*Please read through the below information thoroughly before completing the entry template (emailed separately).*

### **Key Dates**

Awards registration opens:	1 June 2017
Awards entries open:	1 June 2017
Awards entries close:	31 July 2017, 10:00am
Finalists announced:	11 September 2017
Awards Gala Dinner:	11 October 2017

### **General Conditions of Entry**

- All sections of the entry must be completed and submitted in writing, utilise the supplied entry template and comply with word limits and other guidelines specified by NZEA.
- Candidates should ensure that information provided is relevant and sufficient to allow the judges to properly assess their entry.
- Information provided by candidates will be kept confidential by NZEA and the judging panel.
- Winners accept that their details may be used in publicity of the awards.
- The judges' decision is final and no correspondence will be entered into.
- Judges reserve the right to seek independent references.
- Judges reserve the right to re-allocate entries to alternative, more appropriate, categories.

### **How to enter**

#### **1. Awards Entry Pricing:**

- NZEA Member Award Category Submission \$95.00 +GST
- Non-Member Award Category Submission \$195.00 +GST
- Non-Member Award Category Submission plus NZEA membership for up to six staff \$425.00 +GST
- Additional Award Categories can be entered at \$50.00 +GST each (please ensure you answer the relevant questions for the new category with a separate submission)

#### **2. Choose a Category and Register**

Regardless of your role within the New Zealand events industry, there is a category to suit you. The only challenge is to choose the category that gives you the best chance of success.

Online registration will open from 1 June 2017. Once registered, you will be emailed the relevant template/s to begin your entry/ies. Register early, so you have plenty of time to work on your submission.

### **3. Start your entry**

If you do not receive your entry template within 24 hours of registering, please email [awards@nzaep.co.nz](mailto:awards@nzaep.co.nz).

The best advice is to start your entry early so that you can continue to refine your submission prior to the deadline date. Just make sure you register the entry and pay well in advance of deadline to ensure your entry is valid.

### **4. Submit your entry**

**You need to email your completed entry on the required template to [awards@nzaep.co.nz](mailto:awards@nzaep.co.nz) by 10.00am on 31 July 2017.** This is what will be submitted to the judges as your final entry. You are also required to send a printed paper copy of your entry, including images, to:

New Zealand Event Awards  
C/-NZE  
PO Box 3798  
Auckland 1140

Along with this 'Important information for all entries' document, please ensure you also read our '[Frequently Asked Questions](#)' document before completing your entry.

### **5. Submit your supplementary material**

Supplementary material includes any images or edited video that you feel will help the judges to assess your entries. You can include up to five images. Please note that supplementary material will not be returned after the judging process.

### **6. Payment details**

When you enter your registration details on the NZEA website, an invoice will be generated and emailed to you. This can be paid via direct debit to the NZEA bank account or online via Paypal. **Please ensure your entry invoice is paid by 10am, 31 July 2017 for your entry to be valid.**

### **What you need to know before submitting**

Awards entries can be registered and paid for on the website but completed entries must be emailed to [awards@nzaep.co.nz](mailto:awards@nzaep.co.nz)

- Identify which category/categories you want to enter. You may enter into more than one category, if appropriate, but please ensure you submit responses to each category's criteria, even if they are for the same event. See fees section for costs.

- Word count limits: Please strictly adhere to the word count limits specified in the template. Entries that are over the word count limits may be disqualified.
- Write your submission using the supplied template, ensuring you answer each of the questions.
- The entry templates are in Word format and will be emailed to you upon registration or request to [awards@nzaep.co.nz](mailto:awards@nzaep.co.nz).
- Please save your final entry as a **PDF file** before submitting, and name it after the category followed by your event name. eg: 'Best Community Event of the Year Ekatahuna Santa Parade'. Email your entry to [awards@nzaep.co.nz](mailto:awards@nzaep.co.nz)
- You can provide up to **five high resolution images**.
- Please email your five images in the same email as above, but separate to the written submission. We will require your permission to use these photos for publicising the awards if you are a finalist, so please include a photo credit, where required.
- If you have live footage you would like to include in your submission then please host the footage on a web page and **include the link** in your written submission above. Please ensure to include any special instructions for judges, ie: passwords etc.
- Please also send a paper copy of your entry and images to: New Zealand Event Awards, C/-NZE, PO Box 3798, Auckland 1140.

### **Imagery, Video and Graphics**

- A total of three pie-charts, graphs and/or tables are permitted in addition to the five image allowance per submission. Please however include the graphs in the body of your word document/pdf in the section where it would be most relevant.

### **Tips for Awards Entries**

- Ensure you directly respond to each question. Answer all the questions required for the category.
- Include evidence to support the claims within your entry.
- In order to receive the full picture about the event, it is recommended that the event organisers complete the entry, or work closely in partnership with the funder/partner if they are initiating the entry.
- It is important for entries to stress who owns the event and who delivers the event.
- Focus on the event management – the inputs as well as the outcomes. The success of an event comes back to what was planned, versus what was then achieved.
- Demonstrate customer feedback.
- Spell-check entries.
- Follow the guidelines, including word limits, and use the template.