

**Your Entry Form Template**

Please use this document to build your core entry form for submission.

Please begin your application below by including the following information:

* **Category Name Entered:**
* **Name of Entrant:**
* **Email Address of Entrant:**
* **Direct Telephone Number of Entrant:**
* **Name of Entry** (eg: Individual Name, Team Name, Company Name, Name of / Initiative / Project / Solution / Product / Service etc. as applicable):

**CORE ENTRY CONTENT:**

Please build your entry below around the specific entry criteria listed for each category. In the main, the categories have a detailed list of requirements for inclusion and specific questions that need to be answered as the core part of your submission:

Where applicable, please ensure you adhere to the stipulated total Word count.

**Your full entry to be written below:**

**Supporting Materials (Optional)**

In addition to your core entry form submission using this template provided, you can also upload a second document of supporting information.

This is your opportunity to enhance your submission using images, embedded links to videos and websites, research / performance statistics / graphs, customer feedback , supporting documents / testimonials etc. Please note that this is an additional extra and is not a compulsory part of the application.

Please do not upload any further written material as the judges will not consider these.

There is no stipulated word count for this element, but please ensure you adhere to the pagination and file size requirements outlined below. Please be clear and concise.

**How to Complete Your Submission**

Once you have completed and carefully checked your contact details and the information required in the entry criteria, please convert your Word entry file to a PDF.

If you have decided to include support material (optional), please ensure that this file is checked and ready to go too.

Please ensure that each of the two entry files are a maximum of 4 x A4 pages in length, and that the total file size does not exceed 5Mb.

Then simply go to the Entry Form and complete the contact information requested and upload this Entry Form (as a PDF file) and if applicable, your PDF support material file.

Many thanks