



[Preparing an entry](#)

Once we have processed your entry form and *received full payment*, you will receive details of where to ship or how to submit your entry digitally.

Please note, Digital entries should be sent as 1 PDF file and be a max 1.5GB in size. You will need to submit a separate digital file for each category entered, even if the content is the same.

Your entry should include:

1. **An executive summary of max 300 words** - This overview document should summarise the year's highlights, milestones, achievements, and other pertinent facts that will support your entry.
2. The main body of your entry should comprise of up to 2400 words (please include the total word count on the final page) and any screen grabs/supporting documents.
3. Focus on all of the great things your business has achieved over the past 12 months – all information submitted, and turnover should relate to calendar year 2020.

You are welcome to enter (for example) 1 category by post and another digitally, please let us know via the entry form how you are submitting each entry.

If you are submitting your entry via post, each entry for each category needs to be accompanied by 8 copies of every supporting element – e.g. catalogues, prints of screen grabs, prints of email newsletters etc ...

Each category entry needs to include:

1. EIGHT (8) copies of the catalogue, insert, flier, customer magazine, advertisement, screen grab, document, etc. per category entered.
2. Digital collateral and documents may be saved to 8 USB sticks but all print collateral is required in its published form x 8 copies.
3. Please ensure that you clearly label USB sticks.
4. You should prepare an Executive Summary to accompany your entry – this should NOT exceed 350 words. This overview document should summarise the year's highlights, milestones, achievements, and other pertinent facts that will support your entry. Eight copies are required.
5. Your main entry should comprise of up to 2400 words printed single sided on A4 paper. The total word count should appear on the final page. 8 copies are required.

6. Please do not send product samples, sweets, premiums or incentives with your entry as these cannot be forwarded to our Judges