



BEST EVENT PHOTOGRAPHY/ VIDEOGRAPHY AWARD ENTRY CHECKLIST

Awards achievement in event photography or videography, entries can cover any event category: social, corporate, nonprofit, fair, festival or series.

Questions/Budget/Collateral		Max Characters/ Items
<p style="text-align: center;">Please answer all questions in one word processing document and save it as *one PDF file including all photos and collateral.</p> <p>No entrant name(s), company name(s) images of the entrant or entrant company logo may appear in any part of the entry, including file names or digital files. Entries including entrant’s names and/or entrant’s company logos WILL be disqualified. (If an entrant is an employee of the client’s company, the client company logo may appear in images only, no reference to the entrant, images of the entrant or reference to the client’s company may appear).</p>		
1	Create a new word processing document and name the file with your unique Entry ID as assigned. Enter your Entry ID and Page #'s in the Footer of the document so they show on every page of your submission.	N/A
2	Describe the overall event. Include number of guests in attendance and duration of event (number of hours).	6000
3	Outline the client’s goals and objectives for the event and how you addressed these goals and objectives through photography/videography.	6000
4	Describe and explain the uniqueness, degree of difficulty and/or challenges in the photography/videography services you provided.	6000
5	Describe your creative approach.	6000
6	Explain how your services demonstrated innovation in skills or presentation	6000
7	Describe your approach to working with the event production team to ensure the best finished product/production.	6000
8	Explain how your services integrated into, or enhanced the overall event.	6000
9	Event Collateral – Include up to twenty (20) items. (one photo is one item). Visual/collateral/products that are used to create the look, feel, experience for example, photos, invitations, menu cards, nametags, signage. Press coverage such as magazine or newspaper articles may not be used.	100 ch per item; 20 items max
10*	Multi-Media Collateral – Contains content that captures the essence of the event. Collateral must be a video or Power Point presentation. This is only required for Best Event Videography. Multi-media collateral may be saved in a separate file using your Entry ID and “MMC” added to the file name.	Limit 1 ‘upload’ up to 5 min