



## BEST ECO-FRIENDLY OR GREEN INSPIRED EVENT AWARD ENTRY CHECKLIST

Awards the Planner, Producer, Coordinator, Catering Manager, etc. for the best eco-friendly or green-inspired event. Eco-friendly or green-inspired events use best sustainability practices in all event elements.

<b>Questions/Budget/Collateral</b>		<b>Max Characters/Items</b>
<p style="text-align: center;"><b>Please answer all questions in one word processing document and save it as *one PDF file including all photos and collateral.</b></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 purpose of the event and outline the client's goals and objectives. Include the number of guests in attendance and the duration of event (number of hours).	6000
3	Describe the reason a green solution was needed. (i.e. Did the client require it, was it required by others or was it to save money, etc.)	6000
4	Describe the impact the situation or problem had or could have had on the event.	6000
5	Describe your green solution including why the solution was chosen, its creative/innovative elements and the steps taken to implement the solution.	6000
6	Describe how the green solution contributed to the success of the event, including any lasting value (beyond the conclusion of the event) created by the green solution.	6000
7	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
8*	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