



BEST NON-PROFIT EVENT AWARD ENTRY CHECKLIST

Awards the Planner, Producer, Coordinator, Catering Manager, etc. for the best non-profit event planning within respective budget categories. Non-profit events include: fundraisers, campaigns, kick-off events, galas, walks, tournaments, etc.

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 purpose of the event. Include number of guests attended and duration of event (number of hours).	6000
3	Outline the client’s goals and objectives for the event and describe what the critical success factors were in achieving these goals.	6000
4	Describe and explain the uniqueness, degree of difficulty and/or challenges that arose in the services you provided.	6000
5	Describe the event’s overall design, including its complexity, creative elements, marketing, production and/or logistical details.	6000
6	Describe the Production Management process for the event. Describe each phase of the process including Development, Pre-Production, Production and Post-Production. Address the steps taken to ensure risk management control.	6000
7	Include the event’s budget divided into these categories: Marketing, Administration, Hotel Lodging, Logistics, Rentals, Décor & Design, Food & Beverage, Production, Entertainment and Photography/Videography.	N/A
8	Management Collateral –Include up to ten (10) items. (one photo is one item). May include floorplans, timelines, contingency plans, production schedules, insurance riders, renderings, BEOs, etc. Describe each item with a maximum of 100 characters.	100 ch per item; 10 items max
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