

Hints and Tips on Submitting an Entry

All the Award Forms provide useful information on the type of detail the judges will look for and the criteria on which your entry will be judged. Please read the forms carefully and complete each section of the application form.

It is vital that you submit as much good quality, well presented and relevant information as is necessary to properly illustrate and support the submission. Your entry can only be judged on the information and material you provide. Please ensure your application fully justifies why you should win the award.

- **DON'T RUSH!**
Allow yourself plenty of time to consider and develop your entry. Closing date is Friday 12 October.
- **YOU HAVE TO BE IN IT TO WIN IT!**
The FeRFA Awards are a great way to raise your company's profile and showcase your expertise!
- **FACTS!**
Use actual and clear facts in your entry to depict accurate representation of your achievements.
- **LOGICAL FORMAT!**
Present your application in a logical format, complete each section with background information and relevant facts. Ensure you include plenty of evidence including outcome, results and feedback, and finally end your entry with a concise conclusion/summary.
- **READ IT!**
Make sure that you read the Awards Criteria and Guidance Notes carefully. The judging panel use these criteria to compare entries.
- **BOAST!**
Take pride in the achievements your company has made – it will show in your submission.
- **WHO?**
Consider who will be reading your entry – our judging panel like to see clear and concise information with plenty of supplementary evidence. Remember, the judging panel can only make decisions on the information you provide in your award application.
- **STAND OUT!**
Make sure your application stands out from the crowd.
- **EASY TO READ!**
Please ensure your entry is easy to read with clearly spaced paragraphs and a clear font.
- **BACK IT UP!**
Provide solid evidence to showcase your achievements, with images, testimonials, samples and client feedback. For example, if you are submitting an application for a Project Award, please make sure you provide good images of the overall project, stages of work and of course the final result.
- **SPELL CHECK!**
Need we say more!
- **SECOND OPINION!**
Ask someone outside of your business to proof read your entry – this will make sure that it makes sense!