

Your business award entry checklist

Have you completed the online nomination form? Yes No

Have you selected the most appropriate entry category? Yes No

Do you meet all the entry criteria? Yes No

Do you have enough time to write the entry before the closing date? Yes No

Are there word count or page limits? Yes No

Have you considered what winning would mean for your business? Yes No

Have you considered the innovations your business has introduced? Yes No

Do you have examples of your community contributions, such as charity fundraising, pro bono or mentoring? Yes No

Do you have facts or figures to use as evidence for your achievements? Yes No

Are attachments needed? Yes No

Do you need a letter from your accountant? Yes No

Do you need to include your company's financials? Yes No

Do you need to include references? Yes No

Do you have someone available to review the draft award entry? Yes No

Have you checked that your award entry complies with the word count limits? Yes No

Do you have someone available to proofread the final draft? Yes No

Do you know how the award entry is to be submitted? Yes No



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