

To ensure you have everything prepared before completing your final submission, please run through the following checklist.

- Nomination details through the Awards Online Portal** – ensure that all your nomination details and contacts are correct (including the media and trophy contact)
- Review your answers** to make sure you have answered all parts of every question, remembering that many questions have two or three parts. Failure to answer any question will automatically result in a score of zero for that question.
- Proof Read** your submission. Also ask family, friends and/or colleagues to proof read your submission to ensure there are no spelling or grammatical errors.
- Check that your submission adheres to the Rules for Entry** (rules for Entry can be found in the online nominee’s kit).
- Review your 100-word description of your company/product.** This will be used by media, for announcements at the presentation ceremony, in promotional material and on website listings. This is done through the ‘Media & Promotional section of the Awards Online Portal.
- Prepare and upload 2 hero images** of your business/product/service (no bigger than 10MB and in jpeg format) which will be used in the presentation ceremony and official awards advertising, media and publications. This is done through the ‘Media & Promotional’ section of Awards Online Portal.
- Prepare and upload a further 8 images** of your business/product/service (no bigger than 10MB and in jpeg format), which will be used for media promotions. This is done through the ‘Media & Promotional’ section of the Awards Online Portal.
- Ensure you have submitted your entry through the Awards Online Portal by Monday, 13 August 2018.** The Submit Entry button will appear when all the required questions have been completed. Click the Submit Entry button to finalise your entry.
Please note that once your entry has been submitted no further changes can be made