**REQUEST TO SUBMIT AN AWARDS ENTRY**

Please complete all fields (wherever possible). Guidance Notes *(in blue)* are provided to assist you in completing this form. Once complete, please return to [internalcomms@odsgroup.co.uk](mailto:internalcomms@odsgroup.co.uk)

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| **SECTION ONE – YOUR DETAILS** | | | | |
| **Name:** | | **Department:** | | |
| **Contact No.** | | **Email Address:** | | |
| **SECTION TWO – AWARD INFORMATION** | | | | |
| **Awards Title and details of Organiser/ Promoter:**  *e.g. South East Business Awards sponsored by  The Oxford Mail* | | **Proposed Category (ies) to be entered and Category Sponsor** *(where applicable)* **1.**  **2.**  **3.** | | |
| **Deadline for Entry Submission:** | **Time:** | **Does a maximum word count restriction apply?  If so please specify:** | | |
| **Date:** |
| **Judging Stages** *(delete as appropriate)* | | **Visits** | **Interviews** | **Filming** |
| **Date finalists will be announced: DD/MM/YY** | | **Date of awards presentation and venue: DD/MM/YY** | | |
| **Costs Associated with the Award**   * *If an entry fee is payable specify the value* * *Award tickets state price per person or table of xxx* * *Please indicate Y/N if award attendees are likely to need travel and/or overnight accommodation* | | **Entry  Fee** | **Awards Attendance** | **Travel and/or**  **Accommodation** |
| **SECTION THREE – ENTRY JUSTIFICATION** | | | | |
| *The time, effort and cost associated with entering awards can be considerable. Please carefully consider the following as it will help determine whether involvement in the awards will benefit ODS/ODSTL and/or its products/services.* | | | | |
| 1. **Is this a new or established award?**  *Provide details to the left.* | |  | | |
| 1. **If an established award, have we entered before, and what was the outcome?**  *Provide details to the left.* | |  | | |
| 1. **Have any of our competitors/peers entered/won this award previously?** *If known provide details to the left.* | |  | | |
| 1. **Does the proposer, have sufficient time to complete the entry process?** *Please allow a minimum of one week before the deadline for final sign-off by Corporate Comms.* | |  | | |
| 1. **Why is this award relevant to our business? What would finalist or winner status demonstrate to our shareholder/stakeholders/customers/potential customers?** *Please delete as applicable* | | | | |
| **Commercial Success** | | **Social Value / Sustainability** | | |
| **Excellence/Commitment to Health & Safety** | | **Innovation in Product or Service Provision** | | |
| **Workforce Development** | | **Environmental / Net Zero / Green Credentials** | | |
| **Delivering against Corporate Objectives** *(please provide further information)* | | | | |
| **SECTION FOUR – DECISION MAKING – FOR USE BY CORPORATE COMMUNICATIONS ONLY** | | | | |
| **Date Request Received:** | | **Outcome:**  Approved / Refused | | |
| **Date Decision Communicated:** | | **If refused reason for refusal:** | | |