**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

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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.*
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| 1. **If an established award, have we entered before, and what was the outcome?** *Provide details to the left.*
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| 1. **Have any of our competitors/peers entered/won this award previously?***If known provide details to the left.*
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| 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.*
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| 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*
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| **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:** |