

AWARD SUBMISSION HINTS & TIPS

The Offsite Awards will reward outstanding examples of prefabrication and factory-based methods, products, systems and disciplines that increasingly strive to develop a sustainable, streamlined and cost-effective way to deliver a better built environment.

Below are some hints, tips and recommendations to assist you when writing your award submissions.

READ THE ENTRY CRITERIA/GUIDELINES:

- Read through the entry criteria carefully so that you are clear on what the judges will be requiring for each category.
- Are you entering your company/project/product into the right category? Read through all of the entry criteria and highlight those categories that are a good fit.
- Ensure that you provide all the information/materials requested.
- Use the online submission platform but it may be a good idea to write and save your entry in a word document first. All entries must be submitted in the correct format in order to be accepted.

READ THE ENTRY FORM CAREFULLY:

- Before writing any of your submission, check the character count. The Offsite Award submissions include spaces in its character count – so keep that in mind when writing your entry!
- Make sure that you are clear about what you need to do, what information you require and who you need to contact for the information.
- Got any queries? Do not hesitate to call the Offsite Awards team on 01743 290047 or email grace.baker@radar-communications.co.uk

KEEP THE MESSAGES SIMPLE & CLEAR:

- Keep the message simple and clear – do not make the submission too complicated.
- More words do not necessarily mean a superior submission.
- Avoid using unnecessary technical terms which may not be understood by everyone.
- When submitting your Supporting Documents, ensure that the file name is clearly labelled. Especially if you refer to the specific attachment within the submission.

FACTS & FIGURES:

- Ensure that you provide the key data requested.
- Judges will seek hard evidence and data to back up the claims within the written submission.

IMAGES:

- Images are an important part of your entry
- Judges want to see the before and after shots as well as the work in progress so that they have visual aids for the entire submission/project progress
- Product and technology images are important

submission deadline
11.01.2019

www.offsiteawards.co.uk