

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
03.01.2018

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THIRD PARTY CONTRIBUTIONS

- Try to engage third party companies/people to support your entry e.g. clients
- Ask them to provide written testimonials
- Highlight additional awards that you may have already won

BE INVOLVED

- If a PR team are writing your submissions – make sure that you are involved in the content planning
- Involve your colleagues when pulling the submission together
- Ask your colleague to proof read your entry highlighting any areas for improvement

MULTIPLE SUBMISSIONS

- If you are entering more than one category, do not use the same submission for them all. It is unlikely it will cover all of the information necessary to score highly against different entry criteria

PLAN YOUR TIME

- Do not leave your submission writing and data gathering until it is too late – remember that the submission deadline is 3 January 2018
- Plan ahead, working on a draft of your ideas and plan who you need to contact to gather the relevant evidence
- Register early to access the online submission system and raise any questions that you have with the Offsite Awards team

KEEP COPIES OF YOUR SUBMISSION

- All entries must be submitted through the online platform
- Although we have not had any problems at previous awards using this system – we recommend that you do not rely entirely on the Auto-Save function on the platform
- We recommend that you plan your entry on a Word document – or keep a 'version' saved on a Word document just in case!

Need expert assistance writing your submissions?

Radar Communications specialise in building technology communications, working exclusively in this sector for leading-edge manufacturers of the latest solutions to meet the challenges being faced by the built environment.

Working from a structured Request for Information (RFI) Template, Radar Communications can create an Award Entry on your behalf – picking out the key characteristics required to address the judging criteria set. Whilst we can never guarantee that your submission will win, we can assure you of our very best endeavours to help you get there.

Even shortlisted companies will gain significant exposure and coverage off the back of the awards promotional campaign, so you have very little to lose and everything to gain by putting a submission in!

Even if you do not win a category, Radar will give you the maximum opportunity to be shortlisted and to further increase your exposure.

Our fee for writing an Awards Submission is £300+VAT each - but this will be reduced if the same project is submitted across multiple categories.

To learn more about how Radar can help you maximise your profile and chances of winning an award please get in touch with [Julie Price – PR Director](#) on [01743 290 001](#) or email julie.price@radar-communications.co.uk.

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