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**Top Tips for Award Entries**

**Criteria:** Please read through the criteria of the category you wish to enter carefully.

**\*No more than 2 nominations per category per hotel/venue\***

**Submitting entries:** All completed nomination forms should be submitted via email no later than Friday 29th November to Anthony Chung at Anthony@bonnerandhindley.co.uk. Please use a separate nomination form for each entry and category chosen. With Meet the Judges now on Zoom we **require both an email address and photo for each nominee**.

**Written recommendation:** Please provide up to 750 words to support your nomination. Remember to include as much information about your nominee’s achievements, projects and development both at work and outside of work. References from managers, key industry figures and suppliers can also be included. Don’t be tempted to dwell too much on the past. Concentrate on achievements that have happened over the past year.

**Evidence:** Please provide a maximum of four pieces of evidence to support your written recommendation. This may include financial information, operational information, awards, testimonials, promotional material and press cuttings. The judges need to see the hard facts that back up your claims. Again, ensure the evidence relates to achievements that have happened over the past year. Remember QUALITY over QUANTITY.

**Be concise:** Remember that the judges will have to read through a large number of entries in a limited period of time. Therefore, make sure the information submitted is relevant, well written, up- to-date and makes your nominee stand out.

**Never assume:** Whilst the judges are very knowledgeable, they won’t necessarily know the intricacies of your operations. If it’s relevant to your nomination, then provide background on a project or your operation.