



WELLINGTON REGION<sup>®</sup>  
**BUSINESS**  
EXCELLENCE AWARDS  
**2019**

## Business Entry Form

### *Instructions for Entrants*

- Please use this entry form for the Wellington Region Business Excellence Awards 2019. It is important that you do not change the structure (section headings and sequence). Changing this structure will make it harder for the evaluators to find relevant information quickly.
- Before starting to complete this, please make sure that you have read the terms and conditions found on the Hutt Valley Chamber of Commerce website.
- Provide short concise bullet points with sufficient information so the judges are able to easier evaluate your entry.
- Each entry will require a business biography, signed registration form and three printed copies.

### **Entry Timeline 2019**

**Entry Forms Issued** – Tuesday, 13<sup>th</sup> August, 2019

**Entries Close** – Friday 13<sup>th</sup> September, 4 pm

All completed entries must be received by the Hutt Valley Chamber of Commerce on or before 4 pm. Please ensure three copies of your entry submission are received.

**Judging Process** – Saturday 14<sup>th</sup> - 28<sup>th</sup> September 2019

After the allocation of categories and initial assessment of entries, judges will review the entries. They may seek further clarification on any aspect of the entry. The judges may need to undertake a site visit.

**Finalist Announced** – Tuesday 1<sup>st</sup> October 2019

**Finalist Function** – Thursday 31<sup>st</sup> October 2019

Announcement of the 2018 Category finalists is by way of a celebratory event held for all finalists and sponsors.

**Wellington Region Business Excellence Awards Ceremony – Presentation & Dinner** – Friday 22<sup>nd</sup> November 2019

The announcement of business category finalists and winners, special category finalists and winners and the overall Supreme Business of the Year winner will be made at the awards presentation. Bookings will be essential – LIMITED TICKETS.

# {Insert Company Name}

Please tick **only one** category for your business to enter

Hospitality/Tourism	<input type="checkbox"/>
Manufacturing & Distribution	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>
Small Business	<input type="checkbox"/>
Trade Services & Suppliers	<input type="checkbox"/>
Technology & Innovation	<input type="checkbox"/>

# Registration Form

<b>Details of Business</b>			
<b>Legal name of business</b>			
<b>Trading name of business</b>			
<b>Correct business name on trophy</b>			
<b>Contact person &amp; title/position</b>			
<b>Structure of business: Sole Trader / Partnership / Company / Other</b>			
<b>Physical business address</b>			
<b>Postal business address</b>			
<b>Email address</b>			
<b>Telephone number</b>			
<b>Website address</b>			
<b>Ownership structure: Private/public/franchise etc.</b>			
<b>How long has the business been trading?</b>			
<b>How long under the current ownership?</b>			
<b>Number of full time employees?</b>			
<b>Gross annual turnover</b>	Less \$1M	Greater \$1M but less than \$5M	Greater than \$5M

# Registration Form

## **Business Biography**

All entries must include a brief history of the business. This information does not form part of the evaluation or scoring. The purpose of the biography is to help establish an overview of the business for the judges.

The biography should include:

- a profile of the business in order for the judges to better understand the business
- the key influences
- how the business operates
- key challenges faced.

The biography should include the “x” factor of your business. Tell us why you believe that your business should be the winner of your category.

## **1. Leadership, People Management, Development and Planning** (as applicable to your business)

Excellent businesses encourage their people to develop and use their full potential while contributing to the achievements of the business's short and long term goals.

**In this section please describe how the work is organised, how training and education provide the skills and knowledge required and how the employee work environment is measured and improved to ensure satisfied, committed employees.**

Equally important, the business leaders are responsible for guiding and managing the business.

**Briefly outline how the leaders set the business direction, performance expectations and behaviours and how they monitor the performance of the business.**

Planning is the critical process by which the future direction of the business is determined. It involves determining the actions, responsibilities and resources that will ensure the business achieves its short and long term goals.

**Briefly describe how your business establishes its strategy and plans, how it communicates these and monitors the performance against plan.**

## **2. Marketing Focus and branding** (as applicable to your business)

Awareness and knowledge of the customer and the market focus are crucial in a business. Knowing your customers, their requirements and expectations, how to acquire new customers, build relationships, monitor customer perceptions and develop future opportunities, are essential.

**Demonstrate how well you know the market, how you determine market requirements and expectations, where the business sits in the marketplace and how well this knowledge is used.**

Businesses use branding, marketing and design to convey their message in the marketplace.

**Demonstrate how this is achieved in your business and describe the essence and personality or values of the brand that contribute to the business success.**

### **3. Process, Systems, Quality Management, Workplace Health & Safety**

(as applicable to your business)

Excellent processes and systems in combination with quality management are the foundation of a performance oriented business. This incorporates fact based measurement systems using information and data to make decisions, knowledge to support key business activities and analysis of the financial performance of the business.

**Define the key information and data used by the business and how it is made available to others, both inside and outside the business.**

Workplace Health and Safety is an integral part of any workplace and can include everything from the cultural environment to the wellbeing of each staff member.

**Describe the company's approach and practices to workplace safety, the education and training of staff and their ongoing monitoring.**

#### **4. Business Financial Performance** (as applicable to your business)

The financial health of a business is a good indicator of how well the business has performed. An understanding of cash flows, revenue streams and debt management is important in any business.

**Describe how the business's financial performance is used to demonstrate any trends over time and how it can be used as a possible indication of future performance.**

**Note: Actual financial data is not required rather a snapshot of trends and how it is measured to enhance business performance.**



## 5. Community and Industry Participation and Customer Service

(as applicable to your business)

Being a good corporate citizen is becoming more and more important. A sustainable business considers economic profitability, social wellbeing and environmental impact as all being equally important.

**Is the business committed to playing its part in the community? Please provide examples.**

Customer relations and satisfaction are the most important element of your business.

**Describe good customer service, how you listen to your customers and describe how the culture is articulated through the organisation or business and is fundamental to your success.**

## DECLARATION

I declare, as an entrant of the Wellington Region Business Excellence Awards 2019, that I agree and comply with all Terms and Conditions of entry in the entry guidelines. I also confirm that all information supplied in this entry form is true and accurate.

(Please tick)

I give permission to the Awards Manager to disclose our business name in any marketing collateral leading up to the Awards programme.

Yes       No

.....  
Signature: Director / Owner / Authorised Person

.....  
Full Name (please print): Director / Owner / Authorised Person      Date .....

Courier your entry to

Lynda Robertson  
Administration Manager  
Private & Confidential  
Hutt Valley Chamber of Commerce  
Level 3, 15 Daly Street  
Lower Hutt 5010

Post your entry to

Lynda Robertson  
Administration Manager  
Private & Confidential  
Hutt Valley Chamber of Commerce  
PO Box 30 653  
Lower Hutt 5040

### Check List (please tick)

- I have read and agreed to Terms and Conditions.
- I have signed the registration form.
- I have included a business biography.
- I have completed the entry form.
- I have printed **three copies** ready to be sent in.