



WELLINGTON REGION[®] **BUSINESS EXCELLENCE AWARDS** **2019**

Not for Profit 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 13th August, 2019

Entries Close – Friday 13th 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 14th - 28th 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 1st October 2019

Finalist Function – Thursday 31st 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 22nd 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.

Registration Form

Details of Business

Legal name of business			
Trading name of business			
Correct business name on trophy			
Contact person & title/position			
Structure of business: Sole Trader / Partnership / Company / Other			
Physical business address			
Postal business address			
Email address			
Telephone number			
Website address			
Ownership structure: Private/public/franchise etc.			
How long has the business been trading?			
How long under the current ownership?			
Number of full time employees?			
Gross annual turnover	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 a special award category.

{Insert Company Name}

Not for Profit

Provide information so the judges are able to evaluate your entry:

Why do you believe this business should be considered for the Not-for-Profit Award?

Provide examples of how your not-for-profit is recognised as an enterprise committed to enhancing the quality of life for the wider community.

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 found 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 / Owners / 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.