



THE 15th ANNUAL BIG APPLE AWARDS ENTRY GUIDE

Completed entries & payment are due Friday, May 27th at 11:59 pm EDT.
Early deadline - Friday, May 20th at 11:59 pm EDT.
Extended deadline - Friday, May 27th at 11:59 pm EDT (additional fee applies).
Awards will be announced during THE BIG APPLE AWARDS GALA on Monday, June 20th at Spring Studios, 6 St. John's Lane, New York, NY

BEFORE YOU BEGIN YOUR ENTRY

Qualified entries to the Big Apple Awards are open to

- Any special event industry individual or company located in the New York Metropolitan area (New York, New Jersey or Connecticut).
- You do NOT need to be a member of International Special Events Society to enter.
- Individuals, companies, or non-profit organizations involved in planning an event, including corporate event planners, independent planners, and event vendors.

Note: *Person in charge of the event for an organization (company, association or non-profit) that hosted the event must be named on the entry form.*

Qualifications

Event must have occurred between January 1, 2015 and December 31, 2015.

Geographic boundaries

- Members may submit any event without regard for geographic boundaries.
- Non-members may submit only events located within the geographic borders of the New York Metropolitan area.

Fees

Members only – First entry FREE.

\$ 75.00 Members; \$ 95.00 Non-Members – Early rate available until May 20, 2016 at 11:59 pm EDT.

\$125.00 Members; \$145.00 Non-Members – Extended deadline closes May 27, 2016 at 11:59 pm EDT

Note: *A separate entry must be made for each submission i.e. each submission requires a separate fee.*

Team Entries – Must include one Active Member

Contact information for each team must be included in the entry. Gather team member information before you start. Entrants will not be able to proceed to the EVENT OVERVIEW tab until all entrant(s) information is complete.

- Individual leading the team – Full name, e-mail address, phone number.
- Company or organization name and address.

Only one payment is required per team entry.

BEGIN A NEW ENTRY

Select the left menu ADD NEW ENTRY tab.

Note: *The online system allows entrant to begin multiple entries, save and return to finish or edit entries, pay for individual entries as completed or pay for multiple entries all together.*

Tab 1. ENTRANT INFORMATION

Contact information is required to move to the next step.

Note: *The Big Apple Awards online submission system operates through OmniCONTESTS and not the International Special Events Society New York Metro Chapter database. The entrant page will be seen only by New York Metro Chapter staff.*

Add an Entry Title and Select a Category

- Verify that you've entered the correct category by reviewing the category description.
- Complete category descriptions can be found on the CATEGORIES & CRITERIA tab of The Big Apple Awards Submissions website.

Complete the Entrant form before moving to the next step.

Note: Information should be that of the award entrant.

Click SAVE on the page once your entry form is complete.

- Single entrants can proceed to the next entry tab.
- Joint and team entrants, scroll to the bottom of the ENTRANT INFORMATION tab to complete team member contact forms.

ENTRANTS WILL NOT BE ABLE TO PROCEED TO THE EVENT OVERVIEW TAB UNTIL ALL ENTRANT INFORMATION IS COMPLETE.

Tab 2. EVENT OVERVIEW

Judges for the Big Apple Awards will not see information entered in the EVENT OVERVIEW tab as part of content they may view for judging in order to retain entrant anonymity. Only New York Metro Chapter Big Apple Award committee members responsible for administering competition procedures will see entrant names, company names and logos.

Note: You will be ABLE TO NAVIGATE to complete the rest of the entry but you will NOT BE ABLE TO SUBMIT the entry without completing all of the requirements.

Complete general information.

- Event Name: List the event name to appear in promotional materials (Can be repeated from Entrant Information tab).
- Client Name: Will not be listed in promotional materials, but used as a reference to ensure no competition rules were broken.
- Event Start/End Date: Only events that have occurred between January 1, 2015 and December 31, 2015 can be submitted into the 15th Annual Big Apple Awards Competition.
 - The start and end dates can be the same.
 - Verify that you've chosen a 2015 date in the awards system.
- General Event Overview: Describe the event and highlight its best features. The event description
 - should be written in the third person
 - will be used in promotional materials

Upload Representative Images

- Follow instructions on the top of the Event Overview tab to upload two representative images.
- Upload two images that best represent your event entry.
- Include descriptions of your photos in 80 words or less.
- These photos are for marketing purposes only and
 - are not included in your entry
 - do not count against your collateral uploads
 - will not be seen by the judges.

Note: You can re-upload these photos in your event collateral section.

Check Statement of Entrant(s)

- Check the box provided to verify that the two chosen representative images can be used for Big Apple Promotional purposes.
- You will not be able to submit your award entry without completing all of the steps on this page.
- Click SAVE and continue to the Entry Questions tab.

Tab 3. Award Nomination

Information requested below is to ensure each nominee and award recipient's information is listed and pronounced correctly.

Include preferred information for every entrant included in the submission.

- Display name must be the name of the entrant, but can display a preferred name (i.e. Jen instead of Jennifer). This field is not to display a company name.
- Phonetic name spelling eliminate names being mispronounced in nomination announcements and is an optional step.
- Award engraving includes only the entrant name, company name, or both.

Follow directions on the page to include an additional entrant's information

Tab 4. Entry Questions

Rule to assure entries will be anonymous during a judge's review.

- NO entrant name, entrant company name, or logo may appear on the following tabs of your entry:
 - ENTRY QUESTIONS
 - ENTRY COLLATERAL
 - ENTRY BUDGET
- Entries in violation of this rule will be disqualified except when entrant is an employee of the client's company (i.e. a corporate planner), the entrant may include the client logo only. Neither an image of the entrant nor reference to the entrant is permitted.
- Check the box to verify you understand the entrant name, company name and logo rule.

Answer each question provided.

- Website links and images are PROHIBITED within the ENTRY QUESTIONS tab
- All questions must include a response in order to submit an entry.
- 6,000 characters are approximately 3,000 words.
- Responses can be written in a word program, then copied to the award submission system.
 - The system automatically truncates a response that exceeds the limit of 6,000 characters.
 - Verify that your text responses are complete and correct.
- Click **SAVE** and continue to the ENTRY COLLATERAL tab.

Still have questions?

Contact at joan@isesnyc.com

