

REFERENCE GUIDE

General Reference Guide:

See reference guide for your category for specific details and information regarding your entry. This guide will give you tips and hints on what and how you should answer each question, as well as what the judges are looking for.

Certain elements of the entry may be judged higher than others. For example, the writing does not accurately reflect the collateral, or visa-versa. Therefore, some questions may be judged higher than others, rather than judging the entry as a whole.

Please review the description of your category to make sure that this is the correct category for your entry. **(For further clarification, please review the suggested applicants/events for each category)**

1. Best Catered Event

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none">• This is a general overview of the event, products and/or services entrant provided.• This question should act as the “hook” to capture the reader’s attention.• This should be like a movie trailer or a TV guide synopsis of the entry.• This should be a short paragraph(s) describing the overall event product/service.• Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none">• This should be written in a short answer or bullet pointed format.• The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.• Objective/goal/purpose can be but is not limited to:<ul style="list-style-type: none">○ Client’s catering goal○ Client’s catering vision○ Event theme○ Purpose of catering style/menu selection• This answer must be purposefully answered and not a generic response<ul style="list-style-type: none">○ Ex: Goal was to feed the attendees
<p>TELL THE STORY:</p> <ul style="list-style-type: none">• This answer should illustrate the full scope of the event and the products/services provided.• This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.• Specific descriptions should be referenced to the collateral<ul style="list-style-type: none">○ Ex: photos, charts, menus, time lines, etc.○ How to reference:

- “The timeline was created to ensure that all stations were setup in multiple locations of the venue and were ready to go at the designated times, as we had a tapered start to the event. [See Management Collateral #3]”
- “The stations were artfully decorated with fall themed elements. [See Event Collateral #12]”
- “The rotating serving station gleamed in the effervescent glow of the fall theme. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

2. Best Culinary Innovation

ENTRANT

PREVIEW:

- This is a general overview of the event, products and/or services entrant provided.
- This question should act as the “hook” to capture the reader’s attention.

- This should be like a movie trailer or a TV guide synopsis of the entry.
- This should be a short paragraph(s) describing the overall event product/service.
- Full detail of the event will fall under “Tell the Story” question.

OBJECTIVES AND/OR GOALS:

- This should be written in a short answer or bullet pointed format.
- The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.
- Objective/goal/purpose can be but is not limited to:
 - Culinary innovation goal
 - Culinary innovation vision
 - Event theme
 - Purpose of culinary innovation
- This answer must be purposefully answered and not a generic response
 - Ex: Goal was to a creative way to solve food not getting stale in heat box after 20 minutes.
 - The system was designed to be able to create a 500 person plated dinner synchronized.

TELL THE STORY:

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “The timeline was created to ensure that the [innovation] would be executed in a timely manner. [See Management Collateral #3]”
 - “The [innovation] was sketched to ensure dimensions were application.” [See Event Collateral #12]”
 - “The rotating serving station gleamed in the effervescent glow of the fall theme. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges

- **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
- If there were challenges, please describe in detail what the challenges were and how they were overcome.
- Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

3. Best Event Filmmaking (Videography)

NOTE: Multi-media collateral is required for this category.

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of the event, products and/or services entrant provided. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format. • The details of how the goals/objectives/purposes were achieved should be answered in Execution Section. • Objective/goal/purpose can be but is not limited to: <ul style="list-style-type: none"> ○ Client’s videography goal ○ Client’s videography vision ○ Event theme ○ Purpose/need of the video service • This answer must be purposefully answered and not a generic response <ul style="list-style-type: none"> ○ Ex: Video was to be used to advertise for next year’s annual event
<p>TELL THE STORY:</p> <ul style="list-style-type: none"> • This answer should illustrate the full scope of the event and the products/services provided. • This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there. • Specific descriptions should be referenced to the collateral <ul style="list-style-type: none"> ○ Ex: photos, charts, menus, time lines, etc. ○ How to reference:

- “The timeline was created to ensure that footage could be snipped into a 15 minute video [See Management Collateral #3]”
- “Post Production editing was added to enhance the lighting within the dark venue.” [See Event Collateral #12]”
- “The video encompassed the mood of the event and truly and artfully took the viewer into the feel of attending.” [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

4. Best Event Photography

ENTRANT

PREVIEW:

- This is a general overview of the event, products and/or services entrant provided.
- This question should act as the “hook” to capture the reader’s attention.
- This should be like a movie trailer or a TV guide synopsis of the entry.

- This should be a short paragraph(s) describing the overall event product/service.
- Full detail of the event will fall under “Tell the Story” question.

OBJECTIVES AND/OR GOALS:

- This should be written in a short answer or bullet pointed format.
- The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.
- Objective/goal/purpose can be but is not limited to:
 - Client’s photography goal
 - Client’s photography vision
 - Event theme
 - Purpose/need of the photography service
- This answer must be purposefully answered and not a generic response
 - Ex: Goal was to use the photos throughout a social media campaign post-event as well as to use for print advertising.

TELL THE STORY:

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “The timeline was created to ensure that wardrobe changes and location changes could happen seamlessly, while capturing the minimum amount of required photos.[See Management Collateral #3]”
 - “Post Production editing was added to enhance the lighting within the dark venue.” [See Event Collateral #12]”
 - “The styled shoot included 3 locations and several different models at each to capture a variety within each backdrop.” [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges

- **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
- If there were challenges, please describe in detail what the challenges were and how they were overcome.
- Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

5. Best Digital Marketing/Design Collateral

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of the event, products and/or services entrant provided. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format. • The details of how the goals/objectives/purposes were achieved should be answered in Execution Section. • Objective/goal/purpose can be but is not limited to: <ul style="list-style-type: none"> ○ Client’s marketing goal ○ Client’s marketing vision ○ Event theme ○ Purpose of marketing campaign/design collateral • This answer must be purposefully answered and not a generic response <ul style="list-style-type: none"> ○ Ex: Goal was to promote the event on social media through a blitz to increase attendance.
<p>TELL THE STORY:</p> <ul style="list-style-type: none"> • This answer should illustrate the full scope of the event and the products/services provided. • This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there. • Specific descriptions should be referenced to the collateral <ul style="list-style-type: none"> ○ Ex: photos, charts, menus, time lines, etc. ○ How to reference: •

- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “A timeline was created to ensure that posts were being made during peak viewing hours as well as spaced accordingly so as to not ‘over deliver’ and annoy potential attendees.” [See Management Collateral #3]”
 - “Visually appealing photos were created to quickly capture the attention of potential attendees within the 3 second time frame needed to capture focus.” [See Event Collateral #12]”
 - “Video ads were already created to add a multi-faceted angle on capturing a younger audience of potential attendees.” [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

6. Best Print Marketing/Design Collateral

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none">• This is a general overview of the event, products and/or services entrant provided.• This question should act as the “hook” to capture the reader’s attention.• This should be like a movie trailer or a TV guide synopsis of the entry.• This should be a short paragraph(s) describing the overall event product/service.• Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none">• This should be written in a short answer or bullet pointed format.• The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.• Objective/goal/purpose can be but is not limited to:<ul style="list-style-type: none">○ Client’s marketing goal○ Client’s marketing vision○ Event theme○ Purpose of marketing campaign/design collateral• This answer must be purposefully answered and not a generic response Ex: “The invitation was overhauled compared to the stale invitation of last year. Rather than branded colors, photos were used to capture more attention.”
<p>TELL THE STORY:</p> <ul style="list-style-type: none">• This answer should illustrate the full scope of the event and the products/services provided.• This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.• Specific descriptions should be referenced to the collateral<ul style="list-style-type: none">○ Ex: photos, charts, menus, time lines, etc.○ How to reference:<ul style="list-style-type: none">▪ “The timeline was created to strategically space the invitations and reminders to potential attendees. [See Management Collateral #3]”▪ “Attractive signage was placed throughout the venue to lead attendees through a “maze” to ensure all aspects of the venue were appreciated.” [See Event Collateral #12]”▪ “An artistic menu was commissioned to offer a personal touch to each attendees place setting.” [See Multi-Media Collateral #1]”
<p>EXECUTION:</p> <ul style="list-style-type: none">• This should be written in a short answer or bullet pointed format.• Answer as laid out in the question format<ul style="list-style-type: none">○ Development<ul style="list-style-type: none">▪ This should be information regarding the proposal phase.○ Pre-Production<ul style="list-style-type: none">▪ Details from the proposal phase to the start of the event.○ Production<ul style="list-style-type: none">▪ Details from the start to the conclusion of the event.○ Post-Production<ul style="list-style-type: none">▪ Details from the conclusion of the event to the completion of the project

- Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

7. Best Industry Contribution

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of contribution and how it impacts the industry. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format. • The details of how the goals/objectives/purposes were achieved should be answered in Execution Section. • Objective/goal/purpose can be but is not limited to: <ul style="list-style-type: none"> ○ Contribution’s goal ○ Contribution’s vision ○ Purpose of the contribution • This answer must be purposefully answered and not a generic response <ul style="list-style-type: none"> ○ Ex: Goal of the contribution was to train potential Esprit entrants as to what is needed to enter, answers judges are looking for, etc.”
<p>TELL THE STORY:</p> <ul style="list-style-type: none"> • This answer should illustrate the full scope of the event and the products/services provided. • This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.

- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “The schedule of classes were spaced throughout the year before the entry period. [See Management Collateral #3]”
 - “An inspiration board was created to illustrate the purpose of the class materials.” [See Event Collateral #12]”
 - “An app was created as an added value to the classes but with enough detail for those who could not attend. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

8. Best Industry Innovation

ENTRANT

PREVIEW:

- This is a general overview of the event, products and/or services entrant provided.

- This question should act as the “hook” to capture the reader’s attention.
- This should be like a movie trailer or a TV guide synopsis of the entry.
- This should be a short paragraph(s) describing the overall event product/service.
- Full detail of the event will fall under “Tell the Story” question.

OBJECTIVES AND/OR GOALS:

- This should be written in a short answer or bullet pointed format.
- The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.
- Objective/goal/purpose can be but is not limited to:
 - Innovation goal
 - Innovation vision
 - Purpose of innovation
- This answer must be purposefully answered and not a generic response
 - Ex: Goal was to bring live digital animation to an event setting at a reasonable price.”

TELL THE STORY:

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “A timeline was created to manage and oversee the production process from beginning to end—from hiring the software company to placing the character day-of. [See Management Collateral #3]”
 - “A software company was hired to sketch the interactive touch wall before physical development. [See Event Collateral #12]”
 - “A video was taken to illustrate the final product including back of house execution. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges

- **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
- If there were challenges, please describe in detail what the challenges were and how they were overcome.
- Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

9. Best Event Logistics and Support Services

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of the event, products and/or services entrant provided. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format. • The details of how the goals/objectives/purposes were achieved should be answered in Execution Section. • Objective/goal/purpose can be but is not limited to: <ul style="list-style-type: none"> ○ Client’s goal ○ Client’s vision ○ Event theme ○ Purpose of event • This answer must be purposefully answered and not a generic response <ul style="list-style-type: none"> ○ Ex: Goal was to create a newly designed yet functional seating area for guests to be able to take notes of the presentation but also collaborate with other colleagues.
<p>TELL THE STORY:</p> <ul style="list-style-type: none"> • This answer should illustrate the full scope of the event and the products/services provided. • This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there. • Specific descriptions should be referenced to the collateral <ul style="list-style-type: none"> ○ Ex: photos, charts, menus, time lines, etc. ○ How to reference: <ul style="list-style-type: none"> ▪ “The timeline was created to ensure that AV was properly installed, tested, and executed seamlessly on-que. [See Management Collateral #3]”

- “Furniture was placed strategically to influence the flow of attendee traffic towards multiple F&B stations. [See Event Collateral #12]”
- “A video was created for internal use to review a new lighting system and evaluate post-production. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

10. Best Event Solution

ENTRANT

PREVIEW:

- This is a general overview of the event, products and/or services entrant provided.
- This question should act as the “hook” to capture the reader’s attention.
- This should be like a movie trailer or a TV guide synopsis of the entry.
- This should be a short paragraph(s) describing the overall event product/service.
- Full detail of the event will fall under “Tell the Story” question.

OBJECTIVES AND/OR GOALS:

- This should be written in a short answer or bullet pointed format.
- The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.
- Objective/goal/purpose can be but is not limited to:
 - Client's goal
 - Client's vision
 - Event theme
 - Purpose of solution in reference to challenge
- This answer must be purposefully answered and not a generic response
 - Ex: The goal was to serve fresh sushi containing raw fish at a location that was nowhere near the coast.

TELL THE STORY:

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to "paint a picture" of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - "The timeline was created to avoid entertainers from bumping into each other as exiting the stage for back-to-back intertwined production. [See Management Collateral #3]"
 - "Each course had an intricate selection, requiring multiple menus to ensure dish accuracy. [See Event Collateral #12]"
 - "The entertainment was videoed for post-production assessment as well as for footage to be used for marketing. [See Multi-Media Collateral #1]"

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
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 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**

- If there were challenges, please describe in detail what the challenges were and how they were overcome.
- Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

11. Best Technical Production

NOTE: Multi-media collateral is required for this category.

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of the event, products and/or services entrant provided. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format. • The details of how the goals/objectives/purposes were achieved should be answered in Execution Section. • Objective/goal/purpose can be but is not limited to: <ul style="list-style-type: none"> ○ Client’s goal ○ Client’s vision ○ Event theme ○ Purpose of event • This answer must be purposefully answered and not a generic response Ex: The goal was to synchronize the lighting and pyrotechnics to the music.
<p>TELL THE STORY:</p> <ul style="list-style-type: none"> • This answer should illustrate the full scope of the event and the products/services provided. • This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there. • Specific descriptions should be referenced to the collateral <ul style="list-style-type: none"> ○ Ex: photos, charts, menus, time lines, etc. ○ How to reference: <ul style="list-style-type: none"> ▪ “The timeline was created to time out lighting effects and pyrotechnics to spotlight within the exact second of the largest bass drops. [See Management Collateral #3]” ▪ “Photos were taken during the event to be used for marketing material. [See Event Collateral #12]”

- “The pyrotechnics were perfectly timed and certain products were selected to closely match musical notes. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

12. Best Event Design/Décor

Subcategories

Best Event Design/Décor (Under \$25,000 USD)

Best Event Design/Décor (\$25,000 - \$75,000 USD)

Best Event Design/Décor (Over \$75,000 USD)

NOTE: Required budget must be submitted with entry submission and can be referenced within questions.

ENTRANT

PREVIEW:

- This is a general overview of the event, products and/or services entrant provided.
- This question should act as the “hook” to capture the reader’s attention.
- This should be like a movie trailer or a TV guide synopsis of the entry.
- This should be a short paragraph(s) describing the overall event product/service.
- Full detail of the event will fall under “Tell the Story” question.

OBJECTIVES AND/OR GOALS:

- This should be written in a short answer or bullet pointed format.
- The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.
- Objective/goal/purpose can be but is not limited to:
 - Client’s goal
 - Client’s vision
 - Event theme
 - Purpose of the event
- This answer must be purposefully answered and not a generic response
Ex: The goal was to create a carnival theme inclusive of interactive carnival entertainment and games.

TELL THE STORY:

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “A floorplan was created to effectively showcase the theme while also strategically steering the attendees to certain areas of the venue to experience the event as a whole. [See Management Collateral #3]”
 - “Vintage lighting was placed throughout to give the look and feel of a traditional carnival. [See Event Collateral #12]”
 - “Unique floral arrangements were used on rotating light fixtures and in replacement of a red carpet, there was a live sod entrance with living vines welcoming attendees. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey

- Attendee survey
- Internal review
- Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
- Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

13. Best Entertainment Production

Subcategories

Best Entertainment Production (Under \$25,000 USD)

Best Entertainment Production (\$25,000 - \$75,000 USD)

Best Entertainment Production (Over \$75,000 USD)

NOTE: Required budget must be submitted with entry submission and can be referenced within questions.

NOTE: If entrant is a 3rd party sourced vendor, client's overall goals/vision/objectives may not be communicated—therefore, a more generic response within question 2 may be appropriate.

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of the event, products and/or services entrant provided. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format. • The details of how the goals/objectives/purposes were achieved should be answered in Execution Section. • Objective/goal/purpose can be but is not limited to: <ul style="list-style-type: none"> ○ Client’s entertainment goal ○ Client’s entertainment vision ○ Entertainment theme

- Purpose of entertainment
- This answer must be purposefully answered and not a generic response
 - Ex: Our goal was to fulfill the client’s entertainment need by providing the specific cast requirements.

TELL THE STORY:

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “The production schedule detailed precise start and end times to ensure that all entertainment would complete within 15 minute General Session Intro. [See Management Collateral #3]”
 - “Elaborate themed costumes were commissioned by a renowned artist to replicate the inspiration of the original characters. [See Event Collateral #12]”
 - “The live entertainment was captured and then replayed as background entertainment through the remainder of the night on all venue screens. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan

- Staff issues
- Venue challenges
- Schedule challenges
- Safety needs

14. Best Corporate Event

Subcategories

Best Corporate Event (Under \$75,000)

Best Corporate Event (\$75,000 - \$150,000)

Best Corporate Event (Over \$150,000)

NOTE: Required budget must be submitted with entry submission and can be referenced within questions.

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of the event, products and/or services entrant provided. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format. • The details of how the goals/objectives/purposes were achieved should be answered in Execution Section. • Objective/goal/purpose can be but is not limited to: <ul style="list-style-type: none"> ○ Client’s goal ○ Client’s vision ○ Event theme ○ Purpose of event • This answer must be purposefully answered and not a generic response Ex: “Goal was to plan a team building event for new branch to bond with current employees.”
<p>TELL THE STORY:</p> <ul style="list-style-type: none"> • This answer should illustrate the full scope of the event and the products/services provided. • This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there. • Specific descriptions should be referenced to the collateral <ul style="list-style-type: none"> ○ Ex: photos, charts, menus, time lines, etc. ○ How to reference: <ul style="list-style-type: none"> ▪ “Several detailed contingency plans were put in place in expectation of weather challenges. [See Management Collateral #3]” ▪ “Signage was strategically placed throughout the event to overcome confusing venue entrances/exits. [See Event Collateral #12]”

- “The attendees were issued interactive bracelets that lit with different colors depending on how they answered questions in an entertaining General Session Opener. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

15. Best Event for a Non-Profit Organization

Subcategories

Best Event for a Non-Profit Organization (Under \$75,000 USD)

Best Event for a Non-Profit Organization (\$75,000 - \$150,000 USD)

Best Event for a Non-Profit Organization (Over \$150,000 USD)

NOTE: Required budget must be submitted with entry submission and can be referenced within questions.

ENTRANT

PREVIEW:

- This is a general overview of the event, products and/or services entrant provided.
- This question should act as the “hook” to capture the reader’s attention.
- This should be like a movie trailer or a TV guide synopsis of the entry.
- This should be a short paragraph(s) describing the overall event product/service.
- Full detail of the event will fall under “Tell the Story” question.

OBJECTIVES AND/OR GOALS:

- This should be written in a short answer or bullet pointed format.
- The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.
- Objective/goal/purpose can be but is not limited to:
 - Client’s goal
 - Client’s vision
 - Event theme
 - Purpose event
- This answer must be purposefully answered and not a generic response
Ex: “The goal was to raise over \$50,000 for the cause through the use of emotional enticement.”

TELL THE STORY:

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “The banquet order was critical since the venue only donated 3 hours and the menu was a 4 course meal. [See Management Collateral #3]”
 - “Photos of the survivors were placed throughout the venue and the silent auction areas. [See Event Collateral #12]”
 - “A slideshow was rotating in the background of all venue screens with photos of the survivors. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey

- Internal review
- Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
- Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

16. Best Event with a Legacy

SIDE NOTE FOR LAUREN: Verification of annual event, for at least 5 years, must be included in the collateral materials

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of the event, products and/or services entrant provided. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format. • The details of how the goals/objectives/purposes were achieved should be answered in Execution Section. • Objective/goal/purpose can be but is not limited to: <ul style="list-style-type: none"> ○ Client’s goal ○ Client’s vision ○ Event theme ○ Purpose of event • This answer must be purposefully answered and not a generic response Ex: “The goal of the event is to continue to build awareness of the cause as well as to raise funds for research.”
<p>TELL THE STORY:</p> <ul style="list-style-type: none"> • This answer should illustrate the full scope of the event and the products/services provided. • This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there. • Specific descriptions should be referenced to the collateral

- Ex: photos, charts, menus, time lines, etc.
- How to reference:
 - “The timeline was created maximize the effectiveness of the silent auction, while the live auction was underway. [See Management Collateral #3]”
 - “Artistic photos of the affected patients were applied to bars and tables to serve as visual encouragement to participate in the auction. [See Event Collateral #12]”
 - “The video of the Board President was played as the introduction to the event. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

17. Best Public Event

ENTRANT

PREVIEW:

- This is a general overview of the event, products and/or services entrant provided.
- This question should act as the “hook” to capture the reader’s attention.

- This should be like a movie trailer or a TV guide synopsis of the entry.
- This should be a short paragraph(s) describing the overall event product/service.
- Full detail of the event will fall under “Tell the Story” question.

OBJECTIVES AND/OR GOALS:

- This should be written in a short answer or bullet pointed format.
- The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.
- Objective/goal/purpose can be but is not limited to:
 - Client’s goal
 - Client’s vision
 - Event theme
 - Purpose of the event
- This answer must be purposefully answered and not a generic response
Ex: “The goal of the event was to increase attendance to over 5000 attendees.”

TELL THE STORY:

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “A detailed production schedule was created to ensure that all entertainment acts were back-to-back to avoid any ‘down time’ that may affect attendance— while also strategically placing popular entertainers throughout. [See Management Collateral #3]”
 - “Art was placed throughout the stage areas of the festival to promote the artist market. [See Event Collateral #12]”
 - “Live streaming was placed on projectors within all VIP areas to ensure maximum visibility of the entertainment. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges

- **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
- If there were challenges, please describe in detail what the challenges were and how they were overcome.
- Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

18. Best Social Event

Subcategories

Best Social Event (non-wedding) (Under \$25,000 USD)

Best Social Event (non-wedding) (\$25,000 - \$75,000 USD)

Best Social Event (non-wedding) (Over \$ 75,000 USD)

NOTE: Required budget must be submitted with entry submission and can be referenced within questions.

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of the event, products and/or services entrant provided. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format. • The details of how the goals/objectives/purposes were achieved should be answered in Execution Section. • Objective/goal/purpose can be but is not limited to: <ul style="list-style-type: none"> ○ Client’s goal ○ Client’s vision ○ Event theme ○ Purpose of event • This answer must be purposefully answered and not a generic response <ul style="list-style-type: none"> ○ Ex: The goal of the event was to entertain the attendees while honoring the birthday girl.
<p>TELL THE STORY:</p>

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “The floorplan was very strategically planned to ensure that food trucks would have enough space to drive into the venue and park. [See Management Collateral #3]”
 - “Photos of the guest of honor were placed throughout the venue as well as utilized in centerpieces. [See Event Collateral #12]”
 - “A slideshow of the guest of honor was rotated throughout all of the venue screens. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

19. Best Wedding

Subcategories

Best Wedding (under \$75,000 USD)

Best Wedding (\$75,000 - \$150,000 USD)

Best Wedding (over \$150,000 USD)

NOTE: Required budget must be submitted with entry submission and can be referenced within questions.

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none">• This is a general overview of the event, products and/or services entrant provided.• This question should act as the “hook” to capture the reader’s attention.• This should be like a movie trailer or a TV guide synopsis of the entry.• This should be a short paragraph(s) describing the overall event product/service.• Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none">• This should be written in a short answer or bullet pointed format.• The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.• Objective/goal/purpose can be but is not limited to:<ul style="list-style-type: none">○ Client’s goal○ Client’s vision○ Event theme○ Purpose of event• This answer must be purposefully answered and not a generic response Ex: The goal of the event was to give the attendees and experience they would never forget and to set this wedding apart from other traditional New Orleanian weddings.
<p>TELL THE STORY:</p> <ul style="list-style-type: none">• This answer should illustrate the full scope of the event and the products/services provided.• This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.• Specific descriptions should be referenced to the collateral<ul style="list-style-type: none">○ Ex: photos, charts, menus, time lines, etc.○ How to reference:<ul style="list-style-type: none">▪ “The floorplan was very strategically planned to ensure that food trucks would have enough space to drive into the venue and park. [See Management Collateral #3]”▪ “Photos of the bride and groom were placed throughout the venue as well as utilized in centerpieces. [See Event Collateral #12]”▪ “A slideshow of the bride and groom were rotated throughout all of the venue screens. [See Multi-Media Collateral #1]”
<p>EXECUTION:</p> <ul style="list-style-type: none">• This should be written in a short answer or bullet pointed format.• Answer as laid out in the question format<ul style="list-style-type: none">○ Development

- This should be information regarding the proposal phase.
- Pre-Production
 - Details from the proposal phase to the start of the event.
- Production
 - Details from the start to the conclusion of the event.
- Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
- Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
- Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

20. Best Meeting/Conference Program

Subcategories

Best Meeting/Conference Program (Under \$500,000 USD)

Best Meeting/Conference Program (Over \$500,000 USD)

NOTE: Required budget must be submitted with entry submission and can be referenced within questions.

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of the event, products and/or services entrant provided. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format.

- The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.
- Objective/goal/purpose can be but is not limited to:
 - Client’s goal
 - Client’s vision
 - Event theme
 - Purpose of event
- This answer must be purposefully answered and not a generic response
 Ex: “The goal of the program was to get attendees more involved by utilizing more interactive elements.”

TELL THE STORY:

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “The production schedule was critical to ensure that most, if not all, attendees participated in each interactive station. [See Management Collateral #3]”
 - “Each interactive station was themed based off of the companies mission for 2017. [See Event Collateral #12]”
 - “A video from the President of the company was used to welcome and thank attendees. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management

- **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
- Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

21. Best ILEA Event Volunteer Collaboration

ENTRANT
<p>PREVIEW:</p> <ul style="list-style-type: none"> • This is a general overview of the event, products and/or services entrant provided. • This question should act as the “hook” to capture the reader’s attention. • This should be like a movie trailer or a TV guide synopsis of the entry. • This should be a short paragraph(s) describing the overall event product/service. • Full detail of the event will fall under “Tell the Story” question.
<p>OBJECTIVES AND/OR GOALS:</p> <ul style="list-style-type: none"> • This should be written in a short answer or bullet pointed format. • The details of how the goals/objectives/purposes were achieved should be answered in Execution Section. • Objective/goal/purpose can be but is not limited to: <ul style="list-style-type: none"> ○ Event goal ○ Event vision ○ Event theme ○ Purpose of event • This answer must be purposefully answered and not a generic response Ex: “The goal of the CSEP education course was to increase CSEP candidates as well as increase the passing ratio through thorough coverage of exam requirements.”
<p>TELL THE STORY:</p> <ul style="list-style-type: none"> • This answer should illustrate the full scope of the event and the products/services provided. • This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there. • Specific descriptions should be referenced to the collateral <ul style="list-style-type: none"> ○ Ex: photos, charts, menus, time lines, etc. ○ How to reference: <ul style="list-style-type: none"> ▪ “The timeline was created to that all relevant materials were covered while leaving adequate time for the question and answer portion of the course. [See Management Collateral #3]” ▪ “Photos were taking during the course to use on the chapter’s website to promote attendance at future CSEP courses. [See Event Collateral #12]” ▪ “The course was videoed and then shared amongst the chapter members for those who could not attend. [See Multi-Media Collateral #1]”
<p>EXECUTION:</p>

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey
 - Attendee survey
 - Internal review
 - Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
 - Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

TEAM

- This answer should detail out what each team member contributed
- Should be written in short paragraph or bullet point format for each member
- This should be the breakdown of the “TELL THE STORY” question, reflecting which team member contributed to which task

22. Best ILEA Team Effort

Subcategories

Best ILEA Team Effort (Under \$75,000 USD)

Best ILEA Team Effort (\$75,000 - \$150,000 USD)

Best ILEA Team Effort (Over \$150,000 USD)

NOTE: Required budget must be submitted with entry submission and can be referenced within questions.

ENTRANT

PREVIEW:

- This is a general overview of the event, products and/or services entrant provided.
- This question should act as the “hook” to capture the reader’s attention.
- This should be like a movie trailer or a TV guide synopsis of the entry.
- This should be a short paragraph(s) describing the overall event product/service.
- Full detail of the event will fall under “Tell the Story” question.

OBJECTIVES AND/OR GOALS:

- This should be written in a short answer or bullet pointed format.
- The details of how the goals/objectives/purposes were achieved should be answered in Execution Section.
- Objective/goal/purpose can be but is not limited to:
 - Event goal
 - Event vision
 - Event theme
 - Purpose of event
- This answer must be purposefully answered and not a generic response
Ex: “The goal of the event was to hold the first annual Fall Fest to increase community involvement in a traditional down time of the year.”

TELL THE STORY:

- This answer should illustrate the full scope of the event and the products/services provided.
- This is the one question that enables the entrant to “paint a picture” of the event as if the reader were there.
- Specific descriptions should be referenced to the collateral
 - Ex: photos, charts, menus, time lines, etc.
 - How to reference:
 - “The timeline was created to ensure that all booth vendors were set and moved out in a tight time frame, in order to synchronize with street closures being removed at 11pm. [See Management Collateral #3]”
 - “Photos of the city from 45 years ago were placed throughout the event to showcase the last “Fall Fest” held in the square. [See Event Collateral #12]”
 - “A TV advertisement was heavily promoted to maximize attendance of this new event. [See Multi-Media Collateral #1]”

EXECUTION:

- This should be written in a short answer or bullet pointed format.
- Answer as laid out in the question format
 - Development
 - This should be information regarding the proposal phase.
 - Pre-Production
 - Details from the proposal phase to the start of the event.
 - Production
 - Details from the start to the conclusion of the event.
 - Post-Production
 - Details from the conclusion of the event to the completion of the project
 - Completion includes but is not limited to:
 - Follow-up with client about success/challenges of the event
 - Client survey

- Attendee survey
- Internal review
- Challenges
 - **Note: there may not have been any challenges that arose for this entry. However, if none, please indicate that there were no challenges to have answered the question.**
 - If there were challenges, please describe in detail what the challenges were and how they were overcome.
- Risk Management
 - **Note: If no risk management was utilized during the event, then simply detail the contingency plans that were in place for anticipated challenges.**
 - Risk Management situations can include but are not limited to:
 - Weather plan
 - Staff issues
 - Venue challenges
 - Schedule challenges
 - Safety needs

TEAM

- This answer should detail out what each team member contributed
- Should be written in short paragraph or bullet point format for each member
- This should be the breakdown of the “TELL THE STORY” question, reflecting which team member contributed to which task