



## 2009 Crystal ICON AWARDS ENTRY GUIDELINES

The International Special Events Society (ISES) of Houston announces the 2009 Crystal ICON Call for Entries for its annual Crystal ICON Awards. Here are the program details:

### **What are the Crystal ICON Awards?**

The Crystal ICON Awards program is designed to acknowledge the extraordinary efforts, performance, and outstanding contributions of Houston event industry professionals.

### **Who can enter the awards?**

For single and joint entries, it is **not necessary** that you be an ISES member to submit an entry. However entry fees are \$65 for members and \$75 for non-members

### **Why should I enter the Crystal ICON Awards?**

By entering the Crystal ICON Awards, you are able to demonstrate the caliber of work that you or your company creates. This is your opportunity to show others in the industry your talent and what makes your company stand apart from the competition. Imagine being able to tell your clients that you and your company are "award winning!"

### **Who Judges the Awards?**

In order to maintain fairness in the judging, the Crystal ICON Awards are entirely anonymous and are judged by event professionals who are members of a sister ISES chapter and not any members of ISES Houston Chapter.

### **How do I enter?**

The next several pages outline the process for applying for a Crystal ICON Award. Be sure to follow all of the rules and submit your entry by the noted deadline. Only complete entries will be accepted for judging. Please submit your entry using the included checklist. Failure to follow instructions may result in point deductions or disqualification. All entries must be for events that occurred between June 5, 2008 and June 5, 2009. **THE CRYSTAL ICON AWARDS ARE GOING GREEN. ALL ENTRIES WILL BE SUBMITTED VIA EMAIL IN PDF FORMAT TO: ENTRIES@CRYSTALICONAWARDS.COM**

### **What are the most common reasons for disqualification?**

If you follow the step by step instructions and category specific guidelines, your entry will be valid. Most common mistakes include: entrant name and/or company name included on entry pages or in collateral materials, and incomplete budgets (not including all elements/costs).

### **Where and when are the Crystal ICON Awards presented?**

ISES Houston will recognize the outstanding accomplishments of event professionals at the Crystal ICON Awards, August 23, 2009 in Houston, Texas.

### **What is the submission deadline date?**

All Entries are due to ISES Houston on or before **July 24, 2009**. This is a firm deadline. Late entries cannot be considered in the judging process.



# 2009 Crystal ICON AWARDS ENTRY GUIDELINES

## SUBMISSION STEPS AND REQUIREMENTS HOW TO ENTER 2009 CRYSTAL ICON AWARDS COMPETITION

### RULES FOR ENTRY

- 1) **The Crystal Icon Awards process has gone green!** All award submissions **MUST** be submitted electronically in PDF format. All sections should be on one continuous document with the heading at the top of the page, one section for each judging criterion. Each section of the judging criteria should be answered with no more than two typed pages.  
**Each entry must submit 4 separate files:**
  - a. **PDF of Application Page**
  - b. **PDF of complete entry**
  - c. **Two (2) 300 DPI Images from Entry****If you would like to submit a video please attach to email as well.**
- 2) **All Categories must include the company who performed the work. Examples:**
  - Best Corporate Event must include the planner.
  - Best Tabletop Design must include the designer.
- 3) **NO Entrant Name and/or Company Name and Logo may appear anywhere in the entry:** Do not include names and/or company logos ANYWHERE in your entry. Names and/or logos must not be included in any text, support materials, collateral (including videos, photos, invitations, invoices, etc.)  
**Entries including entrants' names and/or logos WILL be disqualified.**
- 4) **Budgets:** When entering categories that are budget-specific, a detailed budget **must** be included.  
**NOTE: Failure to disclose the full market value of all goods and/or services requested will result in a disqualification. Entries not including the required budgets or entered into the wrong budget categories will be disqualified.**
- 5) **All Primary, Management, and Production Management Collateral. Sections Must Include:**  
**NOTE: In addition to the CATEGORY SPECIFIC text (criteria), collateral pieces should be included in your entry.** While not required, labeling all collateral pieces will assist judges in the judging process.  
**Production Management: (where applicable):** A typed description of your production management process. This should include the development, pre-production, production, and post-production phases of event management. Describe steps taken to ensure risk management control.  
**Management Collateral: (where applicable):** Categories requiring management collateral may include up to 20 pages of collateral from your event. **Examples:** A multi piece production schedule or script. May include, but is not limited to: photos, renderings, printed materials, programs, invitations, etc.  
**Primary Collateral: (where applicable):** Categories requiring primary collateral may include up to 20 pages of collateral from your event. **Examples:** photographs, scanned invitations etc.

### Submitting Your Entry:

- 1) **Entries Due:** THE DEADLINE for submissions is ON OR BEFORE **July 24, 2009 at 6 pm.**
- 2) **Send or Deliver Entries to:** [entries@crystaliconawards.com](mailto:entries@crystaliconawards.com)
- 3) **Nominees:** Nominees in each category will be notified by email no later than July 30, 2009.
- 4) **Winners:** Awards will be presented at the Crystal ICON Awards ceremony on August 23, 2009.
- 5) **Awards Celebration Attendance:** Transportation, accommodations and tickets to the ISES Crystal ICON Awards are the sole responsibility of the nominees.
- 6) **Entries Returned:** All Entries are the sole property of ISES and will not be returned to any entrant.
- 7) **Questions:** can be directed to Mia Monroe at 713.775.5797 or [president@iseshouston.org](mailto:president@iseshouston.org).



## 2009 Crystal ICON AWARDS ENTRY GUIDELINES

ISES Crystal ICON Awards will be presented in the following categories.  
Entry criteria for each category are the outlined in the following pages.

<b>Corporate Event Planning</b> Budget Under \$100,000 USD Budget Over \$100,001 USD	<b>Best ISES Team Effort</b> Budget Under \$100,000 USD Budget Over \$100,001 USD
<b>Crème de la Crème</b> On-Premise Catering Off -Premise Catering	<b>Entertainment Production</b> Budget Under \$50,000 USD Budget Over \$50,001 USD
<b>Best Event Produced for a Non-Profit Organization</b> Budget Under \$100,000 USD Budget Over \$100,001 USD	<b>Event Design/Décor</b> Budget Under \$50,000 USD Budget Over \$50,001 USD
<b>Best Social Event Planning (No Weddings)</b>	<b>Technical Production</b>
<b>Marketing Design/Concept</b>	<b>Best Wedding</b>
<b>Event Photography Event Videography</b>	<b>Best Green Initiative</b>



# 2009 Crystal ICON AWARDS ENTRY GUIDELINES

## **CORPORATE EVENT PLANNING**

This category is for corporate event planners, producers, meeting planners, producers and managers of parades, festivals, circuses, carnivals, sporting events, concerts, convention and exposition service managers, facility venue managers, any other entities who provide these types of Corporate Planning services for the special events industry, or who are producing turnkey production services for business and corporate events. This category is for corporate event professionals, facility venue managers, producers and manager of events for corporations.

### **Budget Categories:**

Budget Under \$100,000 USD  
Budget Over \$100,001 USD

**Page 1: Cover Page with Title, Category and Event Date**  
**Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.**

### **Category Specific Sections:**

#### **Page 3 to 4: Concept**

- Describe the overall event concept.
- Outline the client's goals and objectives for the event.
- How did the event concept meet the client's goals and objectives?

#### **Page 5-6: Design**

- Describe the event's overall design, including its complexity, creative elements and/or logistical details.
- Describe the event challenges and how they were met and overcome.

#### **Page 7-8: Budget**

- A detailed budget **MUST** be included.

#### **Page 9-10: Production Management**

A typed description of your production management process.

#### **Page 11-21: Management Collateral (at least one page up to 20)**

Timelines, Schedules, Renderings

#### **Pages 22-42: Primary Collateral (at least one page up to 20)**

Photos, Scanned Invitations

## **BEST ISES TEAM EFFORT**

This category honors excellence by a team of ISES event professionals (team minimum of three ISES members). The team leader is responsible for the entry submission.

### **Guidelines:**

For this entry, the participants must only be referred to as ISES Caterer, ISES Decorator, ISES Florist, etc. (a similar descriptions eliminating specific names). The team leader must complete Sections 1-7. An entry application form, application fee and one-page synopsis

### **Budget Categories:**

Budget Under \$100,000 USD  
Budget Over \$100,001 USD

**Page 1: Cover Page with Title, Category and Event Date**  
**Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.**

### **Category Specific Sections:**

#### **Page 3 to 4: Concept**

- Describe the overall event concept.
- Outline the client's goals and objectives for the event.
- How did the event concept meet the client's goals and objectives?

#### **Page 5-6: Design**

- Describe the event's overall design, including its complexity, creative elements and/or logistical details.
- Describe the event challenges and how they were met and overcome.

#### **Page 7-8: Budget**

- A detailed budget **MUST** be included.

#### **Page 9-10: Production Management**

A typed description of your production management process.

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Photos, Scanned Invitations

#### **Pages 43 - ?: Involvement**

- Each ISES member entering this award category must provide a one-page, typed, 10 font synopsis of their contributions to the event and how the team worked together to accomplish the event goals and objectives. (number of pages depends on number of participants)

## **BEST GREEN INITIATIVE**

This category is for an event, idea or innovation that helps to promote a green event.

**Page 1: Cover Page with Title, Category and Event Date**  
**Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.**

### **Category Specific Sections:**

#### **Page 3 to 4: Concept**

- Describe the overall event concept.
- Outline the client's goals and objectives for the event.· How did the event concept meet the client's goals and objectives?

#### **Page 5-6: Design**

- Describe the event's overall design, including its complexity, creative elements and/or logistical details.
- Describe the event challenges and how they were met and overcome.

#### **Pages 7-27: Primary Collateral (at least one page up to 20)**

Photos, Scanned Invitations



# 2009 Crystal ICON AWARDS ENTRY GUIDELINES

## **BEST EVENT PRODUCED FOR A NON-PROFIT ORGANIZATION**

This category is for non-profit professionals and other entities who provide these types of non-profit event services. Event in this category may include (but are not limited to) fundraisers, institutions, campaigns, kick-off events and/or donor events.

### **Budget Categories:**

Budget Under \$100,000 USD  
Budget Over \$100,001 USD

**Page 1: Cover Page with Title, Category and Event Date**  
**Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.**

### **Category Specific Sections:**

#### **Page 3 to 4: Concept**

- Describe the overall event concept.
- Outline the client's goals and objectives for the event.
- How did the event concept meet the client's goals and objectives?

#### **Page 5-6: Design**

- Describe the event's overall design, including its complexity, creative elements and/or logistical details.
- Describe the event challenges and how they were met and overcome.

#### **Page 7-8: Budget**

- A detailed budget MUST be included.

#### **Page 9-10: Production Management**

A typed description of your production management process.

#### **Page 11-21: Management Collateral (at least one page up to 20)**

Timelines, Schedules, Renderings

#### **Pages 22-42: Primary Collateral (at least one page up to 20)**

Photos, Scanned Invitations

## **BEST EVENT DESIGN/DÉCOR**

This category honors event design---including theme décor, floral design, prop, scenery and/or display design and balloon artistry.

### **Budget Categories:**

Budget Under \$50,000 USD  
Budget Over \$50,001 USD

**Page 1: Cover Page with Title, Category and Event Date**  
**Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.**

### **Category Specific Sections:**

#### **Page 3 to 4: Concept**

- Describe the overall event concept.
- Outline the client's goals and objectives for the event.
- How did the event concept meet the client's goals and objectives?

#### **Page 5-6: Design**

- Describe the event's overall design, including its complexity, creative elements and/or logistical details.
- Describe the event challenges and how they were met and overcome.

#### **Page 7-8: Budget**

- A detailed budget MUST be included.

#### **Page 9-10: Production Management**

A typed description of your production management process.

#### **Page 11-21: Management Collateral (at least one page up to 20)**

Timelines, Schedules, Renderings

#### **Pages 22-42: Primary Collateral (at least one page up to 20)**

Photos, Scanned Invitations

## **BEST ENTERTAINMENT PRODUCTION**

This category is for the entertainment producer, choreographer, designer or the performers of event entertainment.

### **Budget Categories:**

Budget Under \$50,000 USD  
Budget Over \$50,001 USD

**Page 1: Cover Page with Title, Category and Event Date**  
**Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.**

### **Category Specific Sections:**

#### **Page 3 to 4: Concept**

- Describe the overall event concept.
- Outline the client's goals and objectives for the event.
- How did the event concept meet the client's goals and objectives?

#### **Page 5-6: Design**

- Describe the event's overall design, including its complexity, creative elements and/or logistical details.
- Describe the event challenges and how they were met and overcome.

#### **Page 7-8: Budget**

- A detailed budget MUST be included.

#### **Page 9-10: Production Management**

A typed description of your production management process.

#### **Page 11-31: Management Collateral (at least one page up to 20)**



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<p><b><u>BEST SOCIAL EVENT (NO WEDDINGS)</u></b></p> <p>This category is for social event professionals including consultants, facility venue managers or any other entities who provided these types of social planning services. Example: bat mitzvahs, celebration events, birthdays, sweet 16 parties.</p> <p><b>Page 1: Cover Page with Title, Category and Event Date</b>  <b>Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.</b></p> <p><b>Category Specific Sections:</b>  <b>Page 3 to 4: Concept</b></p> <ul style="list-style-type: none"> <li>· Describe the overall event concept.</li> <li>· Outline the client's goals and objectives for the event.</li> <li>· How did the event concept meet the client's goals and objectives?</li> </ul> <p><b>Page 5-6: Design</b></p> <ul style="list-style-type: none"> <li>· Describe the event's overall design, including its complexity, creative elements and/or logistical details.</li> <li>· Describe the event challenges and how they were met and overcome.</li> </ul> <p><b>Page 7-8: Budget</b></p> <ul style="list-style-type: none"> <li>· A detailed budget MUST be included.</li> </ul> <p><b>Page 9-10: Production Management</b>  A typed description of your production management process.</p> <p><b>Page 11-21: Management Collateral (at least one page up to 20)</b>  Timelines, Schedules, Renderings</p> <p><b>Pages 22-42: Primary Collateral (at least one page up to 20)</b>  Photos, Scanned Invitations</p>	<p><b><u>BEST TECHNICAL PRODUCTION</u></b></p> <p>This category honors technical or design services for the special event industry including (but not limited to) lighting, audio visual, multi-media, staging and special effects.</p> <p><b>Page 1: Cover Page with Title, Category and Event Date</b>  <b>Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.</b></p> <p><b>Category Specific Sections:</b>  <b>Page 3 to 4: Concept</b></p> <ul style="list-style-type: none"> <li>· Describe the overall event concept.</li> <li>· Outline the client's goals and objectives for the event.</li> <li>· How did the event concept meet the client's goals and objectives?</li> </ul> <p><b>Page 5-6: Design</b></p> <ul style="list-style-type: none"> <li>· Describe the event's overall design, including its complexity, creative elements and/or logistical details.</li> <li>· Describe the event challenges and how they were met and overcome.</li> </ul> <p><b>Page 7-8: Budget</b></p> <ul style="list-style-type: none"> <li>· A detailed budget MUST be included.</li> </ul> <p><b>Page 9-10: Production Management</b>  A typed description of your production management process.</p> <p><b>Page 11-21: Management Collateral (at least one page up to 20)</b>  Timelines, Schedules, Renderings</p> <p><b>Pages 22-42: Primary Collateral (at least one page up to 20)</b>  Photos, Scanned Invitations</p>
<p><b><u>BEST EVENT PHOTOGRAPHY</u></b></p> <p>This category honors excellence in event photography. Category is open to photographers or event producers only.</p> <p><b>Page 1: Cover Page with Title, Category and Event Date</b>  <b>Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.</b></p> <p><b>Category Specific Sections:</b>  <b>Page 3 to 4: Concept</b></p> <ul style="list-style-type: none"> <li>· Describe the overall event concept.</li> <li>· Outline the client's goals and objectives for the event.</li> <li>· How did the event concept meet the client's goals and objectives?</li> </ul> <p><b>Page 5-6: Design</b></p> <ul style="list-style-type: none"> <li>· Describe the event's overall design, including its complexity, creative elements and/or logistical details.</li> <li>· Describe the event challenges and how they were met and overcome.</li> </ul> <p><b>Pages 7-8: Challenges</b></p> <ul style="list-style-type: none"> <li>· Outline the specific challenges you met while photographing the event.</li> <li>· How did you overcome these challenges?</li> </ul> <p><b>Pages 9-29: Primary Collateral (at least one page up to 20)</b>  Photos</p>	<p><b><u>BEST EVENT VIDEOGRAPHY</u></b></p> <p>This category honors excellence in event videography. Category is open to videographers or event producers only.</p> <p><b>Page 1: Cover Page with Title, Category and Event Date</b>  <b>Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.</b></p> <p><b>Category Specific Sections:</b>  <b>Page 3 to 4: Concept</b></p> <ul style="list-style-type: none"> <li>· Describe the overall event concept.</li> <li>· Outline the client's goals and objectives for the event.</li> <li>· How did the event concept meet the client's goals and objectives?</li> </ul> <p><b>Page 5-6: Design</b></p> <ul style="list-style-type: none"> <li>· Describe the event's overall design, including its complexity, creative elements and/or logistical details.</li> <li>· Describe the event challenges and how they were met and overcome.</li> </ul> <p><b>Pages 7-8: Challenges</b></p> <ul style="list-style-type: none"> <li>· Outline the specific challenges you met while filming the event.</li> <li>· How did you overcome these challenges?</li> </ul> <p><b>Pages 9-29: Primary Collateral (at least one page up to 20)</b>  Photos</p>



# 2009 Crystal ICON AWARDS ENTRY GUIDELINES

## CRÈME DE LA CRÈME

This category is for catering: either on-premise or off-premise catering professionals. Eligible entrants may include caterers, specialty bakeries, restaurants, facility operators, hotels, or any other entity that provides food to the special events industry.

### **Categories:**

- On-Premise Catering
- Off -Premise Catering

**Page 1: Cover Page with Title, Category and Event Date**  
**Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.**

### **Category Specific Sections:**

#### **Page 3 to 4: Concept**

- Describe the overall event concept.
- Outline the client's goals and objectives for the event.
- How did the event concept meet the client's goals and objectives?

#### **Page 5-6: Design**

- Describe the event's overall design, including its complexity, creative elements and/or logistical details.
- Describe the event challenges and how they were met and overcome.

#### **Page 7-8: Budget**

- A detailed budget MUST be included.

#### **Page 9-10: Production Management**

A typed description of your production management process.

#### **Page 11-21: Management Collateral (at least one page up to 20)**

Timelines, Schedules, Renderings

#### **Pages 22-42: Primary Collateral (at least one page up to 20)**

Photos, Scanned Invitations

## BEST MARKETING/DESIGN CONCEPT

This category is for producers and designers of event marketing collateral, including advertising, promotional pieces, invitations, event signage, etc.

**Page 1: Cover Page with Title, Category and Event Date**  
**Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.**

### **Category Specific Sections:**

#### **Page 3 to 4: Concept**

- Describe the overall event concept.
- Outline the client's goals and objectives for the event.
- How did the event concept meet the client's goals and objectives?

#### **Page 5-6: Design**

- Describe the event's overall design, including its complexity, creative elements and/or logistical details.
- Describe the event challenges and how they were met and overcome.

#### **Page 7-8: Budget**

- A detailed budget MUST be included.

#### **Page 9-10: Production Management**

A typed description of your production management process.

#### **Page 11-21: Management Collateral (at least one page up to 20)**

Timelines, Schedules, Renderings

#### **Pages 22-42: Primary Collateral (at least one page up to 20)**

Photos, Scanned Invitations

## BEST WEDDING

This category is for wedding consultants, coordinators or any other entities that provide wedding services.

**Page 1: Cover Page with Title, Category and Event Date**  
**Page 2: 35 word synopsis of the event (this will be used in the program if entry is nominated) and Synopsis - 100-word synopsis describing the event.**

### **Category Specific Sections:**

#### **Page 3 to 4: Concept**

- Describe the overall event concept.
- Outline the client's goals and objectives for the event.
- How did the event concept meet the client's goals and objectives?

#### **Page 5-6: Design**

- Describe the event's overall design, including its complexity, creative elements and/or logistical details.
- Describe the event challenges and how they were met and overcome.

#### **Page 7-8: Budget**

- A detailed budget MUST be included.

#### **Page 9-10: Production Management**

A typed description of your production management process.

#### **Page 11-21: Management Collateral (at least one page up to 20)**

Timelines, Schedules, Renderings

#### **Pages 22-42: Primary Collateral**



## 2009 Crystal ICON AWARDS ENTRY GUIDELINES



### ENTRY CHECKLIST

Before submitting your entry, please be sure that you have met all of the following criteria:

The following criteria are used to judge entries and ensure fairness in judging. Failure to follow directions could result in disqualification! NOTE: This checklist is only a reminder of the rules—more complete information about these rules can be found in the submission requirements portion of the call for entries

#### GENERAL ENTRY REQUIREMENTS

- The event took place between June 5, 2008 and June 5, 2009.
- For single or joint entry it is **not necessary** to be an ISES member. You are an ISES member in good standing as of June 1, 2009.

#### TEXT SECTIONS

- The word count is included on the bottom left hand corner of the 100 word overview page.
- Each section of the judging criteria is no longer than two typed pages. (Photos may be included within the two pages.)

#### BUDGET

- A budget has been included for budget-specific categories. (Remember: Budgets must include the **retail value** of all items used, **including donated, sponsored and inventory items.**)
- A completed budget spreadsheet has been included for budget specific categories AND represents full-market value for all goods and/or services.
- All budgets have been converted into USD in addition to the local currency.

#### COLLATERAL

- All requested management and/or primary collateral pieces are included
- The entry does not include more than the allowed collateral pieces.

#### PDF

- **All entries must be in pdf format**
- **There are a number of free sites to format pdf for instance. [www.pdf995.com](http://www.pdf995.com). If after you pdf the file is still too large, please use free service [www.mailbigfile.com](http://www.mailbigfile.com)**

#### PAYMENT

- One Payment in the form of check/check or credit card for EACH entry has been included.
  - **ISES Single Entrant Entry:** The entry fee is \$65 for ISES Members and \$75.00 for nonmembers.
  - **ISES Joint Entry:** A joint entry can be entered when two individuals were instrumental in the planning of the event. Each individual can be from the same company (i.e. co-chairs of an event), or from separate companies (i.e. a client representative and a vendor representative), but EACH entrant must be an ISES member. Each ISES entrant must pay the \$65 for ISES Members and \$75.00 for nonmembers USD entry fee.
  - **ISES Team Categories Entry:** The entry fee for the ISES team award is \$65.00 per individual team member. ALL members of each team entry MUST be ISES Members in good standing on or before June 1, 2009. Each team must select one primary contact (Team Leader). All other ISES team members must provide contact information required on the team application form.



## 2009 Crystal ICON AWARDS ENTRY GUIDELINES

Checks are to be made payable to ISES Houston and mailed to:  
**ISES Houston**  
**6214 Beverly Hill #24**  
**Houston, Texas 77057**

**Entrant 1 (MUST BE THE CONTACT INFORMATION OF THE ENTRANT):** Entire form must be completed in order to be judged.

MEMBER NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

FULL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ MEMBER EMAIL \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ NAME OF EVENT: \_\_\_\_\_

ENTRY CATEGORY (INCLUDING BUDGET PARAMETERS) \_\_\_\_\_

CLIENT CONTACT (INFORMATION TO BE CONFIDENTIAL) \_\_\_\_\_

**Joint Entry (Entrant 2) (See Entry Guidelines for Further Details):**

MEMBER NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

FULL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ MEMBER EMAIL \_\_\_\_\_

**PAYMENT:**

I have enclosed a check/check. **Check/Check #** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_

**\*\*NOTE:** Please include a photocopy of the check along with the original.

Please bill my credit card **Amount:** \$ \_\_\_\_\_

**Credit Card:** \_\_\_\_\_ AMEX \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD

**Name on Card:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ / \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Entries must arrive by July 24, 2009.**

Name	Member ID	Company	Email	Phone
1.				
2.				
3.				
4.				
5.				
6.				