

2012 ISES Capital Awards Entries

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**THE DEADLINE FOR SUBMISSION IS
FEBRUARY 6, 2012 BY 5:00PM.**

Entries/Qualifications

- 1. Qualifying Entries:** Events submitted for the 2012 Capital Awards must have occurred between January 1, 2011 and December 31, 2011. ISES events, including the Capital Awards Gala, are only eligible for entry in the Best Sponsored Event Team Category.
- 2. Eligibility:** Entries are open to all ISES DC members in good standing on or before February 6, 2012. In vendor categories, entrant must have designed and implemented the work submitted (not the person who paid for the design and/or installation).
- 3. Joint Entries:** A joint entry can be entered when two or more individuals were instrumental in the planning and/or implementation of the event as pertains to each specific category. Each individual can be from the same company or from separate companies, but EACH entrant must supply an entry fee and form.
- 4. Team Entries:** ALL members of each team MUST be ISES members in good standing on or before February 6, 2012. Each team member must complete an entry form and submit a \$60 entry fee. Teams must be a minimum of three ISES members in good standing.
- 5.** Only complete entries will be accepted for judging. Please submit your binder using the included checklist. Failure to follow instructions may result in point deductions or disqualification.
- 6.** Entries must be done for events that have a client, not for the entrant (in house event planners may submit work for their employer company) – with the exception of the Best Sponsored Event Team Category.
- 7.** The number of nominations in each category is based on merit, not the number of entries. All decisions of the independent judges are final. The entries will be judged anonymously by another ISES chapter.

Binder Requirements

BINDER

Each entry must be presented in a plain, standard 1" size binder with no external decorations.

1. It is acceptable to use decorative paper.
2. Include the name of the category you are entering along with the title (no longer than 30 characters and spaces), and date of the event on the cover of the binder AND on the spine of the binder.
3. Place each page and/or piece of collateral in a plastic sleeve (including videos and photos).
4. Photos are not permitted within the typewritten section.
5. All sections are only allowed to be a maximum of two typewritten pages each.
6. Type (Arial or Times New Roman only), no smaller than 10 point is allowed.

APPLICATION

The very first sleeve of the binder should include the completed application page, payment, and the required CD or USB Flash Drive

1. Application Form - Fully complete an application form for each entry that you are submitting. NOTE: If you are entering the same event into more than one category, you must fill out an application and prepare a separate binder for each category that you are entering.

2. Payment - Include a non-refundable \$60 USD payment for each entry.
If paying for multiple entries with one check, include a copy of the check in each binder.

3. CD - Each entry must submit a CD which must include the following:

- Microsoft Word document with name, company, title of event (no longer than 30 characters and spaces), 35- word description to be read for the winner, and the 100-word overview .
- Two high resolution (300 dpi or better) .pdf, .jpg, .tiff formatted photos of the event, which will be used if the entry is nominated.
- Display page in .pdf or .jpg form (described below)

NOTE: The CD should be labeled with the entrant's name, company, category, event name and event date, and should be placed **inside the application plastic sleeve**. This information will not be seen by the judges.

4. Collateral:

In addition to the text (criteria), collateral pieces should be included in your entries. All collateral material must be contained in clear plastic sleeves (including photos and videos). Categories may include up to 20 pieces or pages of collateral. Only one page of collateral per sleeve is allowed.

Primary Collateral Examples - Five photographs or fabric swatches on one page counts as one piece/page of collateral material. An invitation or other multi-page printed material (that can be contained in one sleeve) counts as ONE piece of primary collateral. All categories are allowed (but not required) to submit one ten (10) minute video clip on DVD as one piece of collateral. Video clips should always be placed in a plastic sleeve in the primary collateral section. A longer DVD is allowed in the Video Category, not to exceed twenty (20) minutes.

5. Display Page - Each entry is required to submit one 8.5" x 11" display page. The display page should also be included on the CD.

This display page will be used to exhibit the events that are selected as nominees. Your display page should include:

- At least 2 photos of the event
- Event Title (no longer than 30 characters and spaces)
- 100-word overview
- Entrant name (s) and Company name (s)

NOTE: This page will be removed prior to judging.

6. Names & Logos - Do not include names and/or company logos ANYWHERE in your entry with the exception of the required application forms, CD, and display page. Names and/or logos should not be included in any text, support materials, or collateral. Entries including entrant's names and/or logos will have points deducted or be disqualified.

7. Budgets - When entering for the budget specific categories, a detailed budget must be included in a sealed envelope labeled with the entry title and "BUDGET".

Budget Requirements:

- The retail value of all items used, including donated, sponsored and inventory items, preferred supplier rates and discounts must be included. Failure to disclose the full market value of all goods and/or services will result in disqualification.

Example: Donated crew meals, wholesale costs, donated linens, donated entertainment

- The budget must include total number of guests in attendance
- Entries not including the required budgets will be disqualified
- Failure to disclose the full market value of all goods and/or services will result in disqualification
- Budgets are for judges eyes only and will be removed BEFORE the books are displayed.

Submitting Your Entry

1. Entries Due: THE DEADLINE FOR SUBMISSION IS FEBRUARY 6, 2012 by 5:00pm

2. Send or Deliver Entries to:

Online Suburban Video
932 Hungerford Drive, Suite 1B
Rockville, MD 20850
301.315.6300

Cast of Thousands
1489 Chain Bridge Road #104
McLean, VA 22101
703.442.8400

Atlantic Transportation
2131 K Street NW, Suite 200
Washington, DC 20037
202.466.5050

ISES DC Headquarters/Mariner Management
11804 Bare Sky Lane
Columbia, MD 21044
301.725.2508

3. Nominees: Nominees in each category will be notified no later than March 5, 2012.

4. Winners: Awards will be presented at the 17th Annual ISES Capital Awards Gala on Sunday, March 25, 2012.

5. Awards Celebration Attendance: Transportation, accommodations, and tickets to the ISES Capitol Awards Gala are the sole responsibility of the entrants.

6. Entries Returned: Entry binders for **nominated entries** may be picked up at the Capital Awards Gala. For non-nominated entry books and those nominated books not picked up at the Gala, books can be mailed back to you **ONLY** if a pre-paid postage mailing envelope is supplied at the time your entry is submitted or by appointment at Mariner Management (cblattau@marinermanagement.com) within 14 days of the Gala. Entries not claimed by that date will not be returned and will be sent to a university event management programs for case studies. **NO EXCEPTIONS!**

Questions can be directed to Capital Awards Chair:

Alysha DiGiorgio
diglight@aol.com
301-987-0511