



## Spotlight on Excellence Awards Sample Entry Form

Use this sample form to prepare your entry prior to submitting it through the online system. The online version does not allow the user to save work then finish later, so it's recommended that you have your entry outlined before starting. This sample form gives you the basics, but please note that some additional instructions will appear for specific categories.

### Spotlight on Excellence Entry Form

If you have technical difficulties completing this form, please contact the Spotlight on Excellence Administrator at [spotlightonexcellence@nreca.coop](mailto:spotlightonexcellence@nreca.coop).

#### NRECA Voting Member Classification \*

- Distribution Cooperative: 1-20,000 meters
- Distribution Cooperative: 20,001-50,000 meters
- Distribution Cooperative: 50,001-90,000 meters
- Distribution Cooperative: more than 90,001 meters
- Statewide Associations, G&T or Service Member

#### Category \*

\_\_\_\_\_ A dropdown menu appears

#### Entry Title \*

\_\_\_\_\_

#### I wish to receive Judges' comments on this entry

- Yes
- No

For an additional fee of \$5 per entry, you can receive comments from the judges on your entry, whether or not it receives an award. You can only receive comments if you paid for them on your fee form. If you still wish to pay for and receive comments, please contact [accountsreceivable@nreca.org](mailto:accountsreceivable@nreca.org) to add these fees.

#### Contact's Name \*

\_\_\_\_\_

First Last

#### Cooperative \*

\_\_\_\_\_



**Mailing Address \***

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State / Province / Region

\_\_\_\_\_  
Postal / Zip Code

\_\_\_\_\_  
Country

**Contact's Email \***

\_\_\_\_\_  
This should be the name of the person who can answer questions about the entry, often the person that enters the entry.

**Contact's Phone Number \***

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
###      ### ####

**Name of entrant as it should appear on the award (if given)**

\_\_\_\_\_  
This is the person who should be recognized as the winner of the award, in the categories of Best News Story, Best Feature Story, Best Column and Best Photo.

**Is this the first time you have entered the Spotlight competition?**

\_\_\_ Yes  
\_\_\_ No

**Is this the first time your cooperative has entered the Spotlight competition?**

\_\_\_ Yes  
\_\_\_ No

**Entrant's Email \***

\_\_\_\_\_  
This should be the email of the person who will be recognized as the winner of the award, in the categories of Best News Story, Best Feature Story, Best Column and Best Photo.

**Names of others (freelancers or organizations) involved in the project, if applicable\***



Describe your/the co-op's role in the project \*

Describe other's role in the project (Reference outside sources of material, including templates; pre-existing web tools and apps; information from outside groups, such as Straight Talk or Touchstone Energy; stock photos and music, etc.) \*

Circulation or Number of People Reached \*

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Number of Attendees \*

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Only the Best Event category requires this field.

Project's Budget \*

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Target Audience(s) \*

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**Project's Objectives \***

**Restrictions/Limitations \***

**Describe why you chose this type of social media and how you used it**

Only the Most Innovative Use of Digital Communication, Best Use of Social media and Best Digital Storytelling categories require this field.

**Provide a brief summary that states the purpose of the event, how the program was implemented, and results and how they were measured \***

Only the Best Event category requires this field.



Provide a brief summary that states the purpose, how the program was implemented, and results and how they were measured using the RACE framework. Each components has its own word limit noted below \*

Only the Best Total Communication Program category requires the following four fields for the RACE framework.

Research \*

Action \*

Communication \*



Evaluation \*

Upload Supporting Materials File #1

Upload Supporting Materials File #2

Upload Supporting Materials File #3

Upload Supporting Materials File #4

Please combine your submission materials into up to four files (PDF or ZIP, for example). You may upload four files up to 25MB each. The maximum file size per entry is 100MB.

Supporting Materials Link

You may provide a URL link to a PDF/document, video or audio clip instead of uploading a file. If a password is necessary to access the item, please include that information in the special instructions box below.

Special Instructions

Submission Type

This field will populate automatically based on your payment form.

Submit

Once you hit the "Submit" button in the online entry form, you cannot go back and edit, add or change anything. Use this form to get all your thoughts together and