Checklist for Awards Entries

While by no means a complete list of everything you'll need to enter a communications project into the **Spotlight on Excellence Awards**, these basics will give you a head start on your entry once you begin the process. Keeping all this information together throughout the year can save time when that November deadline is looming.

☐ Project Title _____

☐ Date of Project _____

☐ People Involved, including freelancers or outside sources _____

_____

☐ Budget (estimates are fine) _____

☐ Timeframe/constraints _____

☐ Objectives of Project _____

_____

_____

☐ Outcome of Project_____

_____

_____

_____

☐ Pertinent information/thoughts/comments_____

_____

_____

☐ Where are the files for this project stored? _____

_____