



## 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? \_\_\_\_\_  
\_\_\_\_\_