



**Drogheda
& District
Chamber**
Advancing business together

Drogheda Business Excellence Awards 2019

Premier Sponsor



**PLEASE NOTE ALL APPLICATIONS TO BE SUBMITTED BY EMAIL TO
awards@droghedachamber.com NO LATER THAN 5PM FRIDAY 13
SEPTEMBER 2019**

FAQ'S 2019

We understand you may have many questions around the awards. Please see the most frequently asked ones below, which may answer the one you have. If not please contact the Drogheda Chamber Office.

1. Who decided the categories?

The categories were decided by the Drogheda Chamber Awards committee. There is a limit to the number of awards a company/business can submit entries to. **You can apply in up to 3 categories.** The categories have been chosen based on the sectors that are most prominent this year in the markets.

The committee appreciates feedback and based on feedback from last year we have introduced several new categories this year ... (see full list of award categories on the Drogheda Chamber website)

2. Who chose the judges?

The judges are chosen by the Drogheda Chamber committee. NOTE: The judges give up their time for free and represent a cross section of the Business community.

3. Will all companies shortlisted be interviewed?

To be shortlisted the application must meet a minimum standard set out by the judges before they commence their screening.

4. Can you give us more information around the submission and what level of "window dressing" is allowed?

Based on the feedback from the last couple of years judging panels, we have now introduced a **maximum word count per section**. There will be a strict adherence to this word count by all adjudicators.

- Any words on appendices, photos, logos etc. will be added to the word count.
- Three pages means three written A4 pages, double sided pages count as 2.
- All applications are accepted by email only.
- The font cannot be smaller than Ariel font 10 in the main submission.
- The judges have been told that they will read 3 pages only per application, regardless of how many more pages there is in the submission.
- There is a cover page for each category you apply for (i.e. title, date, company name etc.) which does not count in your three (3) pages.
- The judges will only see 3 pages so please do not spent money on folders, wallets etc. to hold your submission.

5. How many categories can I enter in to?

Companies can submit a maximum of 3 entries.

6. If I enter more than one award do I need to pay for each entry I submit?

To enter is FREE of Charge

7. Does this affect my personal data rights?

When you complete the application form you provide us with personal data in which are you're the data subject. We use this data solely for the purpose of adjudicating these awards and those involved in the process of adjudication as well as the Chamber staff are the only people who have access to your data. Once the winners are announced at the award ceremony, we keep the personal data relevant to that set of awards for a period of one year and destroy them once the award rounds for the following year is announced.

If you have any questions or queries that are not covered in the above, please contact Awards co-ordinator Geraldine King at awards@droghedachamber.com