



Covering Letter for Multiple Nominations

To,
FOREM Awards - 2024
Federation of Rajasthan Event
Managers
Jaipur, Rajasthan

Date: 17TH August

Dear Sir,
Please find enclosed the nomination for Awards 2024 or
_____ Agency name in the following categories

S.no	Category Name	Category Code	S.no	Category Name	Category Code
1			6		
2			7		
3			8		
4			9		
5			10		

(In case the no of categories exceeds 10, please attach additional sheets.)

Submitting DD No. _____ Amounting Rs. _____ draw non
_____ bank dated _____ against the above-mentioned nominations.

Regards,

(Full Name & Signature)

Ac Holder: Federation of Rajasthan Event Manager
Ac Number: 15331100002476
Bank Name: Union Bank of India
Branch Add.: Adarsh Nagar
IFSC Code: UBIN0815331

For more information:

Hitendra Sharma - +91-9829075422
Naveen Sharma - +91-8829010501



FOREM AWARDS 2024- RELEASE LETTER

Category Name:	Category Code
Wedding Title:	
Agency Name:	
Client Name:	
Event Start Date (dd/mm/yyyy):	
Event End Date (dd/mm/yyyy):	

I agree that this Event is of my design and / or executed by me / my organization as an original work. The information above is true and correct to the best of my knowledge. I agree to the terms and conditions of participation.	Sign and Stamp:
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Mr. / Ms.:
Designation:
Mobile No.:
E-mail:

PPT (mandatory)
Self-authorization / release letter (mandatory)
AV (optional)

We have no objection to the above Wedding being submitted for nomination in the said category	Sign and Stamp:
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Client Name:
Relation:
Mobile No.:
E-mail:



FOREM Awards - 2024 Process Document

Guidelines for Submitting Award Entries

A) Important Rules for Participation

- Events produced from October 2023 to August 2024 are eligible to apply.
- Eventsthan Registered Delegates are eligible to participate. Anybody interested in participating can get themselves enrolled and take part in the awards.
- The participation fee for each entry is Rs.3000/- only
- Only 2 entries from one agency against an award category is permitted.
- Please try and provide all the possible information regarding the entries according to the criteria's given.
- **All questions in the entry form must be answered. Incomplete forms may not be considered.**
- The last date for uploading the entries and payments is 27th August
- Each award entry must be submitted online through Email in the format of a ppt. The story board should include photographs/information about the event. Please see the details on the storyboard in the Storyboard guidelines section.
- Some award entries must be supported with 1 AV film presentations in MPEG/AVI format. Please see the details in the AV Guidelines section. The AV must not exceed 3 minutes and 100MB. The AV should be uploaded along with the Award entry and storyboard.
- **Please ensure that the name of the agency does not appear anywhere in the award entry and collaterals (PPT Storyboard, AV film presentation). This is most critical; any non-adherence to this will result in disqualification of the entry.**
- Please maintain a copy of the application with you for your records.

***If you have any questions, or require any clarifications, please contact –**

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B) PPT Guidelines

The PPT needs to be submitted in a soft copy through email.

The PPT should have the details as per the criteria and also please note important dos and don'ts as given below:

- Event Details
 - Background & Objective
 - Strategy
 - Creative Concept & Innovation
 - Execution Planning
 - Results
- The PPT should consider photo and story as per criteria.

- Please mention the category no. On the storyboard for which the entry is being submitted.
- Please mention the Name of the event Or event title on the Storyboard
- **Please use only “New Time Roman” font and please don't use less than 12 point size.**
- **Please ensure that the name of the agency does not appear anywhere on the storyboard**
- **Please ensure that the file size of the Storyboard should not be more than the 20mb.**

C) A/V Requirements

- We need one AV for each entry. The AV's should be submitted through Email.
- **The size of the AV file to be uploaded along with the form should not exceed 100 MB and duration should not exceed 3 mins (please keep the duration as low as possible)**

D) Checklist (Please tick mark in the box next to each deliverable)

<u>Deliverable</u>	<u>Completed</u>
PPT	
A/V	
Declaration (included in entry form)	
Signature & Stamp	

Payment

- The entry fee for EACH Awards entry is INR 3000/-
- The entrant post registration of entries may choose to send individual DDs/Cheque/Cash or RTGS for each entry or bundled together for multiple entries.
- The DD has to be dispatched and received at the FOREM office,
- Demand Draft/Cheque should be in favor of Federation of Rajasthan Event Managers (FOREM) payable at Jaipur.

Submission

- All the collaterals need to be mailed at foremawards2024@gmail.com in a zip file.
- You may also send in the entries to the address below:

FOREM Office

F – 1, G.S. Apartments,
Hawa Sadak, Bais Godam,
Jaipur - 302006

Bank Details:

Bank Name: Union Bank of India
Branch: Adarsh Nagar, Jaipur
Account Holder: Federation of Rajasthan Event Managers
A/c: 153311100002476
IFSC: UBIN0815331



AWARDS NOMINATION CATEGORIES WITH CATEGORY CODES

WEDDINGS/SOCIAL NOMINATION CATEGORIES

- W1 Best Wedding
- W2 Best Wedding Reception
- W3 Best Destination Wedding
- W4 Best Sangeet
- W5 Best use of Flowers in Wedding
- W6 Best use of Technology in Wedding
- W7 Best Social Event Other than Wedding
- W8 Best Haldi/Mehandi Event

CORPORATE NOMINATION CATEGORIES

- C1 Best CSR/Activation Initiative
- C2 Best Exhibition Trade Show Property
- C3 Best Product & Service Launch Event
- C4 Best Corporate / Govt. Event
- C5 Best IP Event
- C6 Best Rural Activation



AWARDS NOMINATION CATEGORIES WITH CATEGORY CODES

INDUSTRY ASSOCIATES

NOMINATION CATEGORIES

- IA1 Best Floral Decor
- IA2 Best Light Decor
- IA3 Best Caterer
- IA4 Best Use Of Technology
- IA5 Best Dance Troupe
- IA6 Best Lawazama
- IA7 Best Fireworks/SFX
- IA8 Best Photography & Videography
- iA9 Best Production House -Wedding / Corporate
- IA10 Best Travel, Logistic & Hospitality
- IA11 Best Anchor (Male)
- IA12 Best Anchor (Female)
- IA13 Best Hotel (Wedding)
- IA14 Best Hotel (MICE)
- IA15 Best Hotel (Heritage)
- IA16 Best Bridal Entry
- IA17 Best Live Band
- IA18 Best Barat Band