

# FOREM Awards - 2019 Process Document

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## Guidelines for Submitting Award Entries

### A) Important Rules For Participation

- Events produced (in and outside India by the rajasthan event planners) in the year 15<sup>th</sup> April 2018 to 25<sup>th</sup> March 2019 –are eligible to apply.
- Only Eventsthan Registered Delegates are eligible to participate
- The participation fee for single entry is Rs.3000/- & Multiple Entries is Rs 2000/-
- More than one entry in 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 the uploading the entries and payments is 27<sup>th</sup> March'2019
- Each award entry must be submitted online through Email in the format of a ppt. This storyboard 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. 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
- Namit Mathur: 93514-13344

### 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 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's 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	

**E) Payment**

- The entry fees 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 payable at Jaipur.

**F) Submission**

- All the collaterals need to be mailed on [foremawards2019@gmail.com](mailto:foremawards2019@gmail.com) in a zip file.