



Covering Letter for Multiple Nominations

To,
FOREM Awards - 2025
Federation of Rajasthan Event
Managers
Jaipur, Rajasthan

Date:

Dear Sir,
Please find enclosed the nomination for Awards 2025 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 - +91 9829075422
Vinit - +91 9829225536
Naveen - +91 8829010501



12th Edition
Eventsthan 2025
THE ANNUAL FOREM CONVENTION

2-3 SEPTEMBER 2025

Fairmont
JAIPUR

FOREM AWARDS 2025 – 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: |
|---|-----------------|

| |
|---------------------|
| 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: |
|---|-----------------|

| |
|---------------------|
| Client Name: |
| Relation: |
| Mobile No.: |
| E-mail: |



FOREM Awards - Process Document

Guidelines for Submitting Award Entries

A) Important Rules for Participation

- Events produced from September 2024 to August 2025 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.5000/- 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/Pendrive in the format of a ppt. The Storyboard should include photographs/information about the event. Please see the details on the storyboard in the Storyboard guidelines section.
- All 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 5000/-
- 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 foremawards2025@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 Wedding of the Year
- W2 Destination Wedding of the Year
- W3 Best Decor & Design
- W4 Most Viral Wedding Moment (by Instagram)
- W5 Best Mehendi/Haldi Setup
- W6 Best Sangeet Setup
- W7 Best Social Event Setup (Roka, Birthday, Anniversary etc.)

CORPORATE

NOMINATION CATEGORIES

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



AWARDS NOMINATION CATEGORIES WITH CATEGORY CODES

INDUSTRY ASSOCIATES

NOMINATION CATEGORIES

- IA1 Best Floral Decor
- IA2 Best Light Decor
- IA3 Best Dance Troupe
- IA4 Best Lawazama/ Barat Band
- IA5 Best Fireworks/SFX
- IA6 Best Visual Storyteller (Photographer & Videographer)
- IA7 Best Anchor Male
- IA8 Best Anchor Female
- IA9 Best Hotel (Wedding)
- IA10 Best Hotel (MICE)
- IA11 Best Hotel (Heritage)
- IA12 Best Unique Vermala Entry
- IA13 Best Female Wedding Entrepreneur
- IA14 Best logistic Agency
- IA15 Best Security Agency