



# IN-HOUSE TEAM OF THE YEAR

Sponsored by



**\*Name of Organisation**

**\*Address**

Street Address

Address Line 2

City

**\*Contact Name**

**\*Contact Email**

**\*Number of Employees within the PR Team**



## **\*Annual PR Budget**

## **\*Submission Details**

We recommend you use the following headings:

- Brief description of the employing organisation and its organisational objectives in the relevant period.
- A brief overview of the team's communications objectives and strategy.
- Analysis of team performance/delivery against those objectives and with the available budget.
- A summary of outstanding achievements/innovations in the relevant period.

Note: Financial information will, as in all instances in these Awards, be treated with the highest level of confidentiality.

(Max word count 1,300)

## **Supporting Materials – Online Links**

Links to online supporting material, e.g., videos, podcasts, etc.



## Supporting Materials – Files

Supporting material may be submitted in support of your entry, but the judges will focus on the submission submitted above. Supporting material include press releases, sample press cuttings, photos, broadcast material and any other information deemed relevant.

Please note that while only a moderate amount of media material is required at least one original press release must be included.

The maximum file size is 32MB. The maximum number of files that can be sent is 5. A single file is preferred but in any case the total or cumulative size must not exceed 32MB

The supporting material must be submitted in PDF format. Documents which are not in PDF format will not be viewed or accepted.