# **Comms team of the Year**

The fact you have this entry form means that you have decided to enter the Comms Team of the Year Award. You now have until 5 p.m. on 9th October to return it completed for your team to be entered into the award. Entries are free.

Entries will be scrutinised anonymously by the first judging panel. The shortlist will be announced on 2nd November at Energy Live Expo.

The second judging panel will then decide the winner for the Awards Ceremony to be held on 7th December at the London Film Museum, Covent Garden, London. Please note the following:

1. There are two questions to be answered.
2. Each question accounts for 50 points.
3. Your final score will be out of 100.
4. There is a minimum score requirement.
5. Please take only 500 words for each question. Any answer that goes over the limit will be truncated.
6. Please feel free to use pictures but sparingly.
7. Make sure that each question is before the relevant answer.
8. As the first judging panel will assess the entry anonymously, please do not use the name of your company in any of the answers.
9. Judges’ decisions are final and binding; and no discussions or correspondence will be entered into relating to any of their decisions.
10. Please send completed entry forms to [George.marshall@energylivenews.com](mailto:George.marshall@energylivenews.com) by 5 p.m. 9th October 2017.
11. Please note that if you get shortlisted, you will receive 2 free tickets to the awards ceremony (7th December) please let us know who will represent your company;
12. Person 1;
13. Person 2

The questions that need to be answered are:

1. What have been your communication objectives for the year and how have you met them? (500 words).
2. Examples of where the comms plan has worked and where you have stepped in to avert a comms crisis. (500 words).