

*The Sensational Selwyn Awards celebrate excellence throughout the Selwyn District in ten categories: Agri-Business, Arts and Culture, Business – large and small, Community Services, Environmental, Sport, Tourism and Young Achiever.*

*Nominations are open from the 12<sup>th</sup> April 2016 until the 17<sup>th</sup> June 2016. People/groups/organisations will be nominated during this time. Finalists and the winner for each category will be decided upon by judges and announced at the awards ceremony dinner event on the 30<sup>th</sup> July 2016.*

*All nominees will be offered one free ticket to the awards dinner event at the Lincoln Event Centre.*

## **NOMINATION INFORMATION**

This award is open to all businesses with 15 or more full time equivalent (FTE) employees that operate in the Selwyn District.

The award celebrates excellence in business through the following characteristics:

- People Management
- Innovation
- Customer service
- Environmental awareness
- Contribution to the local community

The nominee must give their permission to be nominated by signing the form on **page three** or by expressing their permission via email/attached letter.

### **Terms and Conditions:**

- By completing and returning this form, you agree to the use of your name and/nominee's name and nomination information being used in advertising in relation to these awards
- The 2014 winner of the Business Award is not eligible to enter this category in 2016.
- All applications must be on the official entry form. Any additional information will not be considered during judging to ensure a fair judging process.
- Please make sure the nominee's name is spelt correctly. How it is written on this form will be how it appears on the certificate/award.
- Judges decisions are final and no correspondence will be entered into

☐ *Please tick this box to confirm you have read and agree to the above terms and conditions. (Applications will not be considered unless this box has been ticked)*

Completed nomination forms must be returned by (post marked or emailed) 17/06/2016 to:

- By post to Selwyn Awards, Selwyn District Council, PO Box 90, Rolleston.
- Send electronically by emailing [selwynawards@cirrusinternational.com](mailto:selwynawards@cirrusinternational.com)

| <b>Nominations must include the following information:</b><br><i>Write your answer in the corresponding boxes found on pages <b>three - five</b></i>   |        | <b>Check list</b><br><i>(Tick when completed)</i>  |
|--|--------|--|
| <b>1. NOMINATION INFORMATION</b>   | Page 3 |  |
| <b>2. BUSINESS DESCRIPTION</b>   | Page 4 |  |
| <b>3. BUSINESS BIOGRAPHY AND PHOTO</b>   | Page 5 |  |
| <b>In addition to above, choose <u>ONLY THREE</u> of the below FIVE questions to answer based on the past two years of achievements;</b><br><i>Write your answer in the corresponding boxes, found on <b>pages six - eight</b></i><br><i>Please note your answers are not limited to the example below, they are simply ideas to get you started.</i>                    |        | <b>Check list</b><br><i>(Tick three completed)</i> |
| <b>4. Describe how your business EXCELS IN PEOPLE MANAGEMENT</b><br>Examples:<br>i. Performance management initiatives<br>ii. Staff development opportunities<br>iii. Recruitment and retention policies   | Page 6 |  |
| <b>5. Describe any INNOVATION your business has shown</b><br>Examples:<br>i. Application of innovation through product/service range, HR policies, marketing/advertising, technology, etc.<br>ii. Joint ventures or collaborations to achieve excellence   | Page 6 |  |
| <b>6. Provide an example of superior CUSTOMER SERVICE in your business</b><br>Examples:<br>i. You may wish to describe an instance of great customer service that occurred with a real customer of your business<br>ii. Any improvements to the customer experience/policies you have implemented – feedback box, replying to emails within a given period of time, etc. | Page 7 |  |
| <b>7. Describe how your business MINIMISES ADVERSE ENVIRONMENTAL IMPACTS</b><br>Examples:<br>iii. Power saving techniques – energy saving light bulbs, solar energy panels, etc.<br>iv. Recycling policies<br>v. Paperless office initiatives  | Page 7 |  |
| <b>8. Describe how your business provides SOCIAL AND/OR ECONOMIC BENEFIT TO THE LOCAL COMMUNITY</b><br>Examples:<br>vi. Any local community initiatives that your business has been involved in by way of sponsorship, donation of money, time, resources, etc.<br>vii. Providing employment for local community members   | Page 8 |  |



## 1. NOMINATION INFORMATION

|   |  |
|---|--|
| NAME OF BUSINESS                            |  |
| ADDRESS                                     |  |
| PHONE (DAY)                                 |  |
| PHONE (EVENING)                             |  |
| WEBSITE                                     |  |
| EMAIL                                       |  |
| NO. OF YEARS BUSINESS OPERATING             |  |
| NO. OF FTE STAFF                            |  |
| YEAR OF PREVIOUS NOMINATION (IF APPLICABLE) |  |

| NOMINATOR CONTACT DETAILS |  |
|---------------------------|--|
| NOMINATED BY              |  |
| RELATIONSHIP TO NOMINEE   |  |
| PHONE                     |  |
| YOUR SIGNATURE            |  |
| NOMINEES' SIGNATURE       |  |

| How did you hear about the 2016 Sensational Selwyn Awards? |
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|  |



**2. Please provide a DESCRIPTION OF YOUR BUSINESS**

250 word limit



3. **NOMINEE BIOGRAPHY** 75 word limit

A description and a photo of the nominee/s that will be shown on a PowerPoint at the award dinner event if they are chosen as a finalist. Your description should include a brief introduction of what the nominee/s does, any key/unique features – taking into consideration the category you are entering them in and their commitment to the Selwyn District. Please email us a photo of the nominee's choice that best depicts them/their organisation. *(If you are unable to email a photo, please post a copy printed on photographic paper in with the form)*



Please answer ONLY THREE of the below FIVE questions

**4. Describe how your business EXCELS IN PEOPLE MANAGEMENT**  
150 word limit

**5. Describe any INNOVATION your business has shown**  
150 word limit



**6. Provide an example of superior CUSTOMER SERVICE in your business**  
150 word limit

**7. Describe how your business MINIMISES ADVERSE ENVIRONMENTAL IMPACTS**  
150 word limit



**8. Describe how your business provides SOCIAL AND/OR ECONOMIC BENEFIT TO THE LOCAL COMMUNITY**

150 word limit

**Thank you for your submission**

