

Nomination Form

SMALL BUSINESS AWARD

Awards information

The Selwyn Awards are presented every two years to individuals and businesses who live or operate in Selwyn to honour outstanding work or inspirational achievements.

The awards, run by the Selwyn District Council, are an opportunity for the entire district to celebrate success in 10 categories: Arts, Culture & Heritage, Community Service, Environmental, Innovation Excellence, Large Business, People's Choice, Small Business, Sport, Tourism, and to recognise Young Achievers.

Nominations and judging

Nominations are open from 9 April–15 June 2018. Each category will be judged independently and winners announced at the gala dinner.

In addition to each category award, there will also be a People's Choice Award. All nominees across all categories are eligible for this. Voting will take place on the Selwyn Awards website a week after nominations have closed.

Gala dinner

The awards will be celebrated and winners announced at the gala dinner evening on Saturday 4 August 2018 at the Lincoln Event Centre.

All nominees will be offered one complimentary ticket to attend the evening. Additional tickets will be available to purchase.

Award criteria

General:

- The awards are open to all individuals and groups who live or are based in the Selwyn district and meet the criteria for each award as outlined below
- Nominees must give permission to be entered into the awards
- Self-nominations are not permitted
- Five high-resolution photos must accompany each nomination form. Please include relevant profile/group photo and other images to best showcase the activity the nominee is involved in

Terms and Conditions of Nomination:

- By completing and returning the nomination form, the person nominating has gained permission from the person being nominated to be entered into the awards
- By approving their nomination, the nominee agrees to their name, nomination information and images to be used for promotional purposes in relation to the Selwyn Awards
- The description provided will be used to explain the nominee's entry both by the MC on the night and in printed promotional activities
- The 2016 winner of each Award category is not eligible to enter the same category in 2018
- All nominations must be on the official Nomination Form
- Judges decisions are final and no correspondence will be entered into
- Judges will make their decisions based on the information provided on the official Nomination Form. There is no allocation for additional information to be provided, phone calls nor visits to nominees

Small Business nomination information

The Small Business Award recognises the outstanding contribution a business or social enterprise based in the Selwyn District has made to people in the Selwyn District, wider Canterbury Region, within New Zealand and/or Internationally. This award is open to all businesses with 14 or less full time equivalent (FTE) employees.

☐

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

Completed nomination forms must be returned (post marked or emailed) by 5pm, 15 June 2018:

- Post to: Selwyn Awards, Selwyn District Council, PO Box 90, Rolleston
- Email to: info@selwynawards.co.nz
- Deliver to: The Selwyn District Council offices. Attn. Elizabeth Pitcorn, 2 Norman Kirk Drive, Rolleston

Nominations must include the following information:

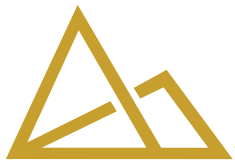
		Check list (Tick when completed)
Nomination information	Page 2	
Nominee description	Page 3	
Nominee biography	Page 3	
In addition to above, choose ONLY THREE of the five questions below based on the past <u>two years</u> of operations Write your answer in the corresponding boxes, found on pages 3–5 <i>Please note your answers are not limited to the examples below, they are simply ideas to get you started.</i>		Check list (Tick when completed)
Describe how the nominee's business <u>excels in people management</u> Examples: i. Performance management initiatives ii. Staff development opportunities iii. Recruitment and retention policies	Page 3	
Describe any <u>innovation</u> the nominee's business has shown Examples: i. Application of innovation through product/service range, HR policies, marketing/advertising, technology, etc. ii. Joint ventures or collaborations to achieve excellence	Page 4	
Provide an example of superior <u>customer service</u> in the nominee's business Examples: i. You may wish to describe an instance of great customer service which occurred ii. Any improvements to the customer experience/policies the nominee have implemented – feedback box, replying to emails within a given period of time, etc.	Page 4	
Describe how the nominee's business <u>minimises adverse environmental impacts</u> Examples: i. Power saving techniques – energy saving light bulbs, solar energy panels, etc. ii. Recycling policies iii. Paperless office initiatives	Page 4	
Describe how the nominee's business provides <u>social and/or economic benefit to the local community</u> Examples: i. Any local community initiatives which the nominee's business has been involved in by way of sponsorship, donation of money, time, resources, etc. ii. Providing employment for local community members within a given period of time, etc.	Page 5	
FIVE high resolution photos to support the nomination. Please include a 'hero' image as well as four supporting images. These may include a profile photo, staff photo, photo of the nominee's premises or operations, customers, etc.		<input type="checkbox"/>
Every nominee will be announced at the gala dinner to the sound of their own theme song! Please note the song and artist the nominee would like to have played when they are announced:		
Song choice:		



Nomination information:

Name of nominee	
Address	
Phone (<i>day</i>)	
Phone (<i>evening</i>)	
Website	
Email	
Number of years operating	
Number of FTE staff	
Year of previous nomination (<i>if applicable</i>)	
Nominated by	
Relationship to nominee	
Phone	

How did you hear about the 2018 Selwyn Awards?



Please provide a description of the nominee's organisation (in relation to this award) 250 WORD LIMIT

Your description will be used in the judging process. Please be as descriptive as possible. Include details (where applicable) of the nominee's product/service, customers, staff, successes, and why they should win this award.

Please provide a short biography of the nominee's organisation (for promotional purposes) 75 WORD LIMIT

The biography will be used in People's Choice voting and in promotional material including at the Gala Dinner.

PLEASE ANSWER ONLY THREE OF THE FIVE QUESTIONS BELOW

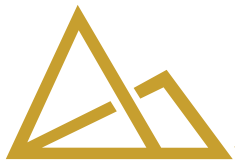
Describe how the nominee's business excels in people management 250 WORD LIMIT



Describe any innovation the nominee's business has shown 250 WORD LIMIT

Provide an example of superior customer service in the nominee's business 250 WORD LIMIT

Describe how the nominee's business minimises adverse environmental impacts 250 WORD LIMIT



Describe how the nominee's business provides social and/or economic benefit to the local community 250 WORD LIMIT

Thank you for your submission, we will contact you to confirm it has been received.