VIRTUOSO AWARDS ENTRY CHECKLIST

☐ Have I reviewed the divisions and categories, and selected the best fit for my work?
- Division 1: Communication Management
- Division 2: Communication Training and Education
- Division 3: Communication Research
- Division 4: Communication Skills

☐ If submitting from an agency or as a consultant, have I obtained 'Client Permission'?

DIVISIONS 1 TO 3

☐ Have I reviewed the "How-To Guide for IABC Awards: The Midas Touch Divisions 1, 2 and 3" and other helpful resources for entrants on the Virtuoso Awards website?

☐ Does the following information appear at the start of my work plan?
- Entrant's name
- Division and category
- Organization's name
- Time period of project
- Entry title
- Entrant's role
- Names of team members (if applicable)
- Brief project description

☐ Is my work plan organized in the proper format?
NOTE: All categories in Divisions 1, 2 and 3 should be organized in the following format:
- Business Need or Opportunity
- Stakeholder Analysis
- Goals and Objectives
- Solution Overview
- Implementation and Challenges
- Measurement and Evaluation

☐ Does my work plan comply with the maximum of four 8.5x11 inch pages using a font size no smaller than 10-point and margins no less than 0.5 inch (1.27 cm)?
NOTE: Work plans can be less than four pages if you do not need the full space.

☐ Do the elements of my work sample best represent my project?
NOTE: Evaluation for the work sample is based on four areas:
- Stakeholder Alignment and Influence
- Alignment with Objectives and Strategy
- Professional Execution
- Overall Quality

☐ If my work sample contains a video, audio, digital media or interactive file, have I referenced it in the work sample PDF with a link to a website where it is hosted and can be viewed?

☐ Are the sizes of my work plan and work sample files less than 5 MB each?

DIVISION 4

☐ Have I reviewed the "How-To Guide for IABC Awards: The Midas Touch Division 4" and other helpful resources for entrants on the Virtuoso Awards website?

☐ Have I prepared answers to the eight required submission questions and ensured they meet the maximum character counts?
NOTE: You will have the option of submitting these answers using text boxes on the entry form or by uploading a PDF (cannot exceed a file size of 5 MB).

☐ Do the elements of my work sample best represent my project?
NOTE: Evaluation for the work sample is based on three areas:
- Purpose and audience alignment
- Creativity, resourcefulness and innovation
- Professional execution

☐ If my work sample contains a video, audio, digital media or interactive file, have I referenced it in the work sample PDF with a link to a website where it is hosted and can be viewed?

☐ Are the sizes of my work sample files less than 5 MB each?

ONLINE ENTRY SUBMISSION GUIDELINES

☐ Did I save my files using the recommended naming conventions? –
- Work plan (*Divisions 1-3 only*): WorkPlan_Div#Cat#Lastname(ProjectName)
- Division 4 Answers (*if uploading the optional PDF*): Answers_Div4Cat#Lastname(ProjectName)
- Work sample: WorkSample#_Div#Cat#Lastname(ProjectName)

☐ Did I submit my entry using the online submission platform?

ENTRY FEES

☐ Have I paid my entry fees before the applicable deadline?
NOTE: You must submit both your entry and payment by the corresponding deadline to take advantage of any monetary discounts (e.g. early-bird deadline pricing). Entry fees are paid separately using our secure payment form. No entries will be accepted if submitted or paid for after the late deadline (April 6, 2023).