



## VIRTUOSO AWARDS ENTRY CHECKLIST

- Have I reviewed the updated 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
  
- Does the following information appear at the start of my work plan?
  - Entrant's name
  - Organization's name
  - Division number and category number and name
  - Entry title
  - Time period of project
  - Brief description

### WORK PLAN – Divisions 1 to 3

- Is my work plan organized according to the appropriate format for its Division?

**NOTE:** All categories follow the same format.

- Business Opportunity
- Stakeholder analysis
- Goals and objectives
- Solution overview
- Implementation and challenges
- Measurement and evaluation

- Does my work plan comply with the maximum page length for ALL categories: four pages typed 8.5 x 11? Is my work plan typed using a minimum font size of 10 points? Is the file less than 10MB when saved and ready for upload?

**NOTE:** Work plans for all categories 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 impact
- Alignment with objectives and strategy
- Professional execution
- Overall quality



#### **WORK PLAN – Division 4**

- Does my work plan comply with the maximum word length for ALL six questions: 100 words? Is my work plan typed using a minimum font size of 10 points? Is the file less than 10MB when saved and ready for upload?
- 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

#### **ONLINE ENTRY SUBMISSION GUIDELINES**

- Are my **work plan AND work samples** uploaded with the online entry form?
- Did I save my files using the following naming conventions? –
  - Workplan\_Div#Cat#Lastname(ProjectName).pdf
  - Worksample\_Div#Cat#Lastname(ProjectName).pdf
- Are the file sizes less than 10MB each?
- If my work sample or a component of it is video, television, audio, radio, digital media or interactive, have I referenced it in my work plan with a link to a website where it is hosted and can be viewed?

#### **ENTRY FEES**

- Have I paid my entry fees before submitting my entries?