

## 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 1, 2022).