

Nomination Guide to the 2010 LABC Regional Awards.

Background and a plug

There is some really good information on the www.labcawards.org website, so make sure you check out the rules, and categories and tips pages. Also sign up for the monthly newsletter to make sure you keep receiving the latest news on the awards programme.

Techie bits

The nomination process is designed around the website. This is where the nominations are uploaded. This is a proven and safe portal and works better than e-mail or post. When the file is uploaded the website displays a confirmation screen and you will get an e-mail with a tracking id for future reference.

Always submit images as image files and do not embed them in word or pdf documents. If for presentation purposes you want to embed, back the submission up with the images separately. Put all the nomination documents together in one folder and zip it up – you should find the zip instruction by right clicking the folder and from the send to menu select compressed (zipped) folder. We can accept winzip and rar zipped files.

Rules (or the scary stuff)

It's on the website but here it is again:

Complete the entry form on the nominations page

Provide a maximum 750-word statement that details why you believe the scheme is a winner

Include good quality photographs of the project in jpeg format

Include an endorsement from the LABC manager or surveyor involved with the scheme

You may also include design drawings in pdf format

Now how to.....

Write an endorsement

Another plug for the website, but there are tips on the categories and tips page.

Think about the scheme and why you want to enter it for a particular category. If it's a project category, it doesn't have to be the biggest, the most expensive or the brashest. It could be quite modest but well thought out, or built with extra care. There may be crafts people involved that deserve recognition. Include these details with the endorsement, and back them up with drawings or photographs as appropriate. Highlight the good points to the judges.

Examples are always better than generalities. Examples score points; generally generalities don't unless they can be proven in other evidence. So explaining how a good working relationship overcame a specific problem is better than just stating that there were good working relationships. And don't worry if the point in question seems quite trivial, if your nomination gives an example, and another doesn't, yours will pick up the points.



If you are entering a project category, describe its positive features. It might be a school that also scores highly on sustainability issues. So be proud of these achievements and describe them.

Think also about the different people involved with the scheme, the customer, the designer, the builder. If your nomination includes a short statement from some or all, it tends to be well received. It shows that the perception of quality is shared.

The Local Authority bit....

This is essential. It could be a one line statement that says the nomination is supported. It is even better if it says, yes it was a good scheme because of x, y and z. The judges don't visit the site, and rely on this endorsement from Surveyors who will have been involved with the scheme all the way through.

I'm not David Bailey....

But someone involved with the scheme may be fairly decent. Share resources. If a nomination describes a feature that is buried or covered, try and include a photograph of this part of the construction.

A few words about the scheme....

At the head of the endorsement summarise its main features in no more than 50 words – briefly describe the scheme and its best bits.

How strict are the judges?

We don't word count or set rules for the maximum number of images. We won't return your nomination if it has 751 words. But if you waffle on for page after page the judges are going to have difficulty finding the points you are trying to make. So be as brief and as clever as you can with the words and formatting.

And the same with the images. There aren't any limits on numbers but if there are tens of images showing inch by inch (or centimetre by centimetre for my EU chums) the judges will tend to skip over and miss the feature that you really wanted to show. So be selective and submit the images for a reason. You could even tell the judges why you have included them with the nomination.

Can we help more?

The organisers are committed to making the process as enjoyable and rewarding as possible. Contact us if you get stuck or need any help. That's what we are here for.

Dave Chard
whitesquareevents@googlemail.com

