

Festivals & Events Ontario

FEO Award Program 2019 Information Applicable to ALL Awards

Eligibility

- With the exception of the Student Leadership Award, all entrants must be a member of FEO for a minimum of one (1) year, with an account in good financial standing;
- FEO Achievement and Top 100 Awards are restricted to festivals and events only (attractions and community marketing/branding programs are NOT eligible);
- FEO Service Excellence Awards are restricted to industry suppliers (attractions and community marketing/branding programs are NOT eligible);
- FEO Municipality of the Year Awards are restricted to municipalities;
- All festivals and events must have been held from November 1, 2017 – October 31, 2018;
- Each festival/event entered must have been executed or directly managed by the FEO member submitting the entry.

How to Apply

- 1) Carefully read over the entire application.
- 2) Answer each Criteria/Question. Each answer must be labelled with the appropriate question number or letter. Please keep your written submissions to 5 pages or less.
- 3) Save your submission in PDF format and complete the registration form.
- 4) For each entry, to help judges get a feel for your festival or event, please include any necessary supporting materials in PDF format. Limit your supporting materials to: 5 examples of Letters of Endorsement (i.e. fan feedback, Tourism/Govt Offices, travel writers, vendors etc.); 5 examples of Promotional Material (i.e. program, rack card, media articles etc. - screenshots accepted); up to 10 Photographs; and in addition, up to 5 examples of Statistical Data (i.e. economic impact study findings, survey results etc.).



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Application Fees

- Achievement Award: \$50.00 + HST for First Entry, \$25.00 + HST for additional entries;
- Service Excellence Award: \$50.00 + HST for First Entry, \$25.00 + HST for additional entries;
- Top 100 Award: \$50.00 + HST;
- Municipality of the Year Award: \$100.00 + HST;
- Hall of Fame Award: No application fee;
- Volunteer Award: No application fee;
- Student Leadership Award: No application fee;
- Application Fee(s) must be included in the package either by Cheque payable to Festivals & Events Ontario or Credit Card (Visa, MasterCard or Amex). Payments will be processed prior to 2019 Conference.

Deadline Date

- All completed entries must be received on or prior to Friday, **November 16th, 2018 at 4:30pm (EST)**;
- **Entries received after the deadline date will not be accepted or judged.**

EACH ENTRY MUST BE SUBMITTED IN ITS ENTIRETY IN ORDER FOR ITEMS TO BE JUDGED COMPLETE.

Any items sent after the original submission is received, will not be added to the submission.

Entry Information/Submission Details

- All entries must be received electronically by **Dropbox** or web transfer in PDF format - exception is a Top 100 submission - which must be received in a bound binder format and sent to: Festivals & Events Ontario, 625 King Street East, Suite 2A, Kitchener ON N2G 4V4, Tel: (519) 742-2226, Attention: Martha Cookson, FEO Awards;
- Include completed registration form;

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Nominations
are due to FEO by
Nov. 16, 2018

For more information, contact **Martha Cookson** at awards@festivalsandeventsontario.ca

Phone: (519) 742-2226 Fax: (519) 742-7206 festivalsandeventsontario.ca 625 King Street East, Suite 2A, Kitchener ON N2G 4V4



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- Include one high-resolution (300 dpi or more) thumbnail image (jpeg format) with Dropbox submission – exception is a Top 100 submission - where image should be emailed to awards@festivalsandeventsontario.ca, email subject line to read: [Festival/Event/Company Name] Thumbnail – [Name of Award Submission];
- Include your local media contact list as FEO promotes the award winners to your media outlets. The preferred format is Excel, including name, organization, address, city, postal code, phone, fax and email address. Exception is a Top 100 submission, where document should be emailed to awards@festivalsandeventsontario.ca, email subject line to read: [Festival/Event/Company Name] Media List – [Name of Award Submission];
- An 8" x 10" vertical headshot photo (jpeg) emailed to awards@festivalsandeventsontario.ca is required when submitting for the Student Leadership Award, Volunteer of the Year Award and Hall of Fame Award;
- Outside materials and displays that are not included IN the BOUND package that do not complement the requirements of the category or demonstrate the effectiveness of your written entry will not be accepted.

Judging

All entries will be judged by an independent committee of professional individuals. Judging of the awards will take place in December, 2018.

Important Notes

- Members are responsible for any/all related costs for preparation and shipping of their entry and materials;
- Items will not be returned (unless otherwise requested at the expense of the submitter);
- FEO accepts no responsibility for lost materials in unbound entries;

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- A separate entry form AND package must be submitted for each entry;
- When including newspaper/magazine articles with similar content, please include 1-2 clippings, then list the additional media outlets where the story was featured (if applicable);
- When including photos, please send only a maximum of TEN examples. Any additional photos will not be judged.

Award Winners

- All Finalists for the FEO Achievement, Service Excellence, Student Leadership, Municipality of the Year and Volunteer Awards will be notified in January 2019. Notification will be sent via email to the primary FEO member in addition to the contact listed on the Awards entry form;
- Hall of Fame Inductee(s) will be notified by phone / email in January 2019. Notification will be sent to the primary FEO member in addition to the inductee listed on the Awards entry form;
- Top 100 winners WILL NOT be notified prior to announcement at the Awards Gala and Dinner;
- The Service Excellence Award winners will be announced at the 2019 FEO Conference on Wednesday, February 27, at the Double Tree Hotel in London;
- All the other 2019 Award winners will be announced at the Awards Gala and Dinner Thursday, February 28, 2019 at the Double Tree Hotel in London;
- Award finalists should arrange for a representative to accept any award won on your behalf;
- We respectfully encourage all finalists to be prepared to attend the Awards Gala and Dinner, in order to maintain the integrity of the evening;
- Additional tickets to attend the Awards Gala and Dinner can be purchased through the Conference website or FEO office;
- If you are not present at the Awards Gala and Dinner to accept your award(s), it will be mailed to you after the Annual Conference. Expect 4-6 weeks for delivery;

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- All winners will be posted on the FEO website shortly after the Annual Conference at www.festivalsandeventsontario.ca;
- Press Releases on all the Award winners will be sent to the media;
- Each winner will be provided with a template news release to assist with individual media relations and a copy of the award logo to use on your website, news releases and other communication materials.

Release and Usage

By submitting your entry to Festivals & Events Ontario, you automatically grant FEO the right to use any materials and/or photos from your entries for editorial, analytical, promotional or any other purpose without additional compensation or authorization.

All materials and photos submitted will become the property of FEO. In addition you acknowledge your entry is not returnable. Your entry is deemed acknowledgement of these terms.

Disclaimer: It is your responsibility as a submitter to ensure that you have entered the correct categories and your entry is without error. Judges are assigned to judge your entry as presented. All judging panel members will use due diligence in checking entry categories for accuracy and will make every effort to catch and correct category entry errors; however this is in no way guaranteed. Festivals & Events Ontario, its staff and all members of the Judging panel shall be held harmless and blameless in the event of any oversight that may arise or error that may remain uncorrected.



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