How to enter the Communiqué Awards

**IMPORTANT** Please note that the content you submit in your written entry submission is all that will be considered during the first round of the judging process. Initial rankings for each category will be based solely on this two-page entry.

One entry form must be completed for each entry submission.

Your written entry must be no more than two pages of A4 and must be typed or typeset with minimum 10pt font size and sufficient margin to accommodate a hole-punch. This document will need to be e-mailed with your entry form.

You may illustrate your submission with thumbnail images where necessary, if they will be useful in helping the judges’ understanding of your work but these must be no larger than 50mm x 50mm at 72 dpi.

All entries should follow the category specific Entry Format. Entries exceeding two sides will automatically receive lower votes from the Judges.

Write your entry specifically for the category entered; any submission entered into more than one category which has not been tailored to the relevant criteria but merely duplicated, will be disqualified.

Anonymise your entry (if entering categories in the Healthcare Communications Awards section). Do not include any entrant information or brand colours in your submission that will easily identify your agency/company (client and brand product details are permitted); failure to follow this instruction will result in disqualification.

Entries should be accompanied by a selection of relevant supporting material and visuals to illustrate the work undertaken and be no larger than a single A4 box file. Supporting materials must be accompanied by a copy of the submission and entry form when posted.

Materials for each individual entry must be clearly labelled and submitted separately.

Writing Excellence and Excellence in Digital Communications categories require six sets of all supporting materials.

Entries must be accompanied by payment at the time of submission. Each entry submitted must be accompanied by a separate entry form and set of supporting materials. One payment covering all entries is acceptable.