



## CHECKLIST FOR ENTERING THE GLOBAL GOOD AWARDS

We highly recommend using this handy guide in the lead up to your organisation entering to ensure you have done everything you can to submit your best possible entry! If you have an amazing story to tell with impressive impact statistics, working through this sheet and taking advantage of the tools available to you COULD make the difference between a win and not even being shortlisted!

Register your interest by emailing [apply@globalgoodawards.co.uk](mailto:apply@globalgoodawards.co.uk) to ensure you keep up to date with any category information and deadline reminders.

Check the [Programme Timeline](#) and make a note of the deadlines, announcements and key dates (including the ceremony) in your diary (and the diary of other people involved).

Make a list of all the colleagues that you will need data from to complete your entry. You wouldn't want to leave it until the last minute and find out some crucial data is with someone on annual leave!

Decide on the project/activities you are entering with and the best [category](#) to suit. If you're not sure, you can contact Karen by emailing [karen@globalgoodawards.co.uk](mailto:karen@globalgoodawards.co.uk) or calling 01932 355900.

Read the description of the category and all the criteria, paying special attention to the percentage weighting for each criteria item.

Decide how you will pay for your entry. If by Credit Card, this can be done at the time of submission, but if you need to pay on invoice and need us to be set up as a supplier, please send this over by email to [karen@globalgoodawards.co.uk](mailto:karen@globalgoodawards.co.uk) – ideally not on deadline day!

After the 31<sup>st</sup> January, [register on AwardStage](#) and download a PDF of the questions for the category(ies) you've decided to enter so you know exactly what extra information is required, like social handles, a vector format logo, etc.

Read the '[Top Tips from the Judges](#)'; compiled from a series of 'Ask the Judges' webinars BEFORE you start writing the entry.

Once you've written the first draft of your entry, read the description and the criteria for the category again.

Check your supporting documents are all relevant and not too long.

Are you handling the entry writing and sign off, solo? If so, make sure more than one other person reads it to get feedback.

Upload your entry content into the system and export a PDF of 'Questions and Answers' for final sign off.

Do you need any help, or have we missed anything from this checklist?  
Email [karen@globalgoodawards.co.uk](mailto:karen@globalgoodawards.co.uk).

Last updated: October 2021