



# ISES ESPRIT AWARDS CATEGORY DESCRIPTIONS

## **BEST EVENT FOR A NONPROFIT ORGANIZATION**

This category honors excellence in non-profit event planning. Eligible entrants include non-profit event planning professionals and other entities that provide these types of non-profit event planning services. Events in this category may include, but are not limited to, fundraisers, institutions, campaigns, kick-off events and/or donor events.

### **Budget Categories:**

- Under \$75,000 USD
- \$75,000 - \$200,000 USD
- Over \$200,000 USD

| Order | Item   | Max Characters |
|-------|--|----------------|
| 1     | Total number of guests/attendees at the event:   | 10             |
| 2     | Duration of Event: (Total number of hours of the event. i.e. 4 hours. For multi day events indicate hours per day. i.e. Day 1 - 6 hours, Day 2 - 4 hours)  | 1250           |
| 3     | Describe the purpose of the Event.   | 6000           |
| 4     | Outline the client's goals and objectives for the event and describe what the critical success factors were in achieving these goals.  | 6000           |
| 5     | Describe and explain the uniqueness, degree of difficulty, and/or challenges that arose in the services you provided.  | 6000           |
| 6     | Describe the event's overall design, including its complexity, creative elements, marketing, production and/or logistical details.   | 6000           |
| 7     | Describe the Production Management Process for the event. Describe each phase of the process including Development, Pre-Production, Production and Post-Production. Address the steps taken to ensure risk management control. | 6000           |

*Please review the ISES Esprit Submission Instructions for further information on entering the awards.*

*For all written material, it is strongly recommended that entrants use a word processing program (i.e. Word) first, before entering text into this system. When your content is ready to publish (proof-read, spell checked etc.), copy and paste the text into the text box on the website and format as needed.*