



ISES ESPRIT AWARDS CATEGORY DESCRIPTIONS

BEST EVENT SUPPORT SERVICES

This category honors excellence in event support services. Eligible entrants include but are not limited to tenting, transportation, rentals, linens, furniture, and/or other specialty service.

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 overall event.	6000
4	Outline the client's goals and objectives for the event and describe how you addressed these goals and objectives through event support services.	6000
5	Describe and explain the uniqueness, degree of difficulty, and/or challenges that arose in the services you provided.	6000
6	Explain the event's production including products/services utilized for the event, creative elements and/or logistical details.	6000
7	Describe the Production Management Process for the event as it pertains to event support services. Describe each phase of the process including Development, Pre-Production, Production and Post-Production. Address the steps taken to ensure risk management control.	600

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.