



2010 ISES ESPRIT AWARDS ONLINE ENTRY GUIDELINES

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.

Required Questions:

1. Describe the Event. (2250 Characters)
2. Outline the client's goals and objectives for the event. (1125 Characters)
3. How did you address these goals and objectives through event support services? (2250 Characters)
4. What challenge(s) arose and how did you address these challenge(s)? (2250 Characters)
5. Explain the event's production including products/services utilized for the event, creative elements and/or logistical details. (2250 Characters)
6. Describe the degree of difficulty in the execution of the services provided by your company. (2250 Characters)
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. (4500 Characters)

Please review the Esprit Rules and Submissions Document for the complete requirements for 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.