



Antonian Awards Submission Guide

1. Go to www.AntonianAwards.com
2. Click on any of the **Begin Your Submission** links and follow the instructions.
3. Enter your contact information.
4. Be sure you enter a phonetic spelling of your name and your company name.
5. Answer how you would like the award engraved if you are the award winner.
6. Choose a category: All categories are listed under the categories tab. A description of each category is available by clicking the category title link.
7. Choose an entry type.
 - a. Single Entrant Entry.
 - b. Joint Entry. A joint entry can be submitted when two individuals were instrumental in the planning of the event. Each entrant can be from the same company (i.e., co-chairs of an event), from separate companies (i.e., a client representative and a vendor representative) or from different industry associations (i.e., ILEA San Antonio Planner and Dallas NACE Caterer). Only one credit card payment is permitted when submitting a joint entry. Entries with more than a single payment submitted will result in a disqualification.
8. For Joint and Team Entries. The primary entrant (Team Leader) will be taken to an additional screen to enter the contact information for their fellow entrants after completing the remaining entry information.
9. Team Categories Entry:
 - a. A team category consists of three or more team members who participated in planning and executing the event. Team members **MUST** all be members of a professional event association. They do not have to be from the same city but they all must be members of a Texas association.
 - b. An entry fee for each team member will be required. Only one credit card is permitted when submitting a team entry. Entries with more than a single payment submitted will result in a disqualification.
 - c. Each team must select one primary contact (Team Leader). All other team member entrants must provide contact information required for the online submission form.
10. Enter the Event Name.
11. Enter the Event's Start and End Date. (The end date for a single day event is the same as the start date).
12. Upload Two Event Photos. These will be used for marketing purposes if your event is nominated for an Antonian Award.
13. Enter an Event Overview. Describe your event. The online system will count down from the allotted number of characters as you type in the box.

- a. Describe the photo in no more than 100 characters - Click Upload
 - b. Repeat the process for a second event photo
 - c. You will not be able to proceed without uploading two photos.
 - d. NOTE: These photos are for marketing purposes only. They are not included in your entry. They do not count against your collateral uploads and will not be seen by the judges. If you wish you may re-upload these photos in your event collateral section.
14. Give your consent for ILEA San Antonio to use the photos to promote the Antonian Awards.
15. Answer each question in the space provided using no more than the number of characters provided. The list of questions to be answered and characters allowed can be viewed under each individual category description under the CATAGORIES tab on the Antonian Awards website.
- a. For all written material it is strongly recommended that entrants use a word processing program (i.e., MS Word) first, before entering the text into this system. When your content is ready to publish (proofread, spellchecked, characters counted, etc.) copy and paste the text into the text box on the website and format as needed.
16. (If required for the category) Download and complete the budget template. A detailed budget for the portion of the event identified in the category entered (see Budget Template listed under the "More Information" button) including each element and every dollar spent must be completed and uploaded. The budget must reflect RETAIL value in US dollars of all items used, including donated, sponsored, and inventory items, and excluding any preferred vendor rate and discounts. Failure to disclose the full RETAIL market value of the products and/or services utilized will result in a disqualification.
- a. A Microsoft Excel budget template has been created for each budget related category. In order to ensure that all entrants can be judged fairly, they must be based upon the full retail value of the goods and services in US dollars. Entrants must use these budget templates provided to ensure fair judging. Detailed instructions on how to deal with variances between the budget template and the actual event budget are available on the budget template itself. If you do not have Microsoft Excel detailed directions of how to complete the Budget Template using Google Docs is listed under the "MORE INFORMATION" button for the budget entry requirement.
 - b. Follow the instructions online to download, complete, save, and upload your budget.
17. Upload Relevant Collateral for Your entry: As requested by the online entry form, upload Management Collateral, Event Collateral, and Multi-Media Collateral files.
- a. Event Collateral: consists of the visuals/collateral/products that are used to create the look, feel, and experience.
 - b. NOTE: No entrant, company name or logo may appear on any part of this entry, including file names, or digital files. Entries including entrants' names and/or logos will be disqualified.
 - c. Management Collateral: Consists of the documents necessary for pre-planning and production of events. Management Collateral supports the entry event's development, pre-production and post-production. Examples include floor plans, timelines, contingency plans, production schedules, insurance riders, renderings, BEOs. Each photo is considered to be one item. A multi-page piece, such as a timeline or production schedule will each be considered one piece.
 - d. Maximum number of Management Collateral Files—10 - Accepted types include: jpg, jpeg, tmp, png, pdf, doc.
 - e. Each file may not exceed 10Mb - Examples include: photographs, invitations, menu cards, name tags and signage. Each photo is considered one item. A multi-page piece such as a menu or program will each be considered one piece.

- f. Maximum number of Event Collateral files—20 - Accepted types include: jpg, jpeg, tmp, png, pdf, doc.
 - g. Each file may not exceed 10Mb Multi-Media Collateral: Consists of content that captures the essence of the event and helps tell the story of the event to the judges. Collateral must be uploaded as a video file or PowerPoint presentation. The upload is required for Best Event Videography entries and is optional for all other categories.
17. Review your entry to make sure that it is complete, answers all questions asked, includes all required documents, and is finished for you to submit. Confirm that your name, company name or logo does not appear anywhere in the application process. If necessary use the edit button to go back and make necessary updates and changes.
- a. On this page you are able to save your entry as a PDF, keep this PDF as a record of your entry. Click the “Save As A PDF” button in the upper right hand corner.
18. Pay For Your Entry and Submit Note: Once you pay for an entry you cannot go back and change the entry. At this point it has already been submitted for judging. When you are ready to submit and pay for your entry(ies), check the box next to the entry(ies) you wish to pay for and then click “Pay For Selected Entries.” One or a few of your entries or “Pay For All Entries”(one payment for all entries). Follow the directions on screen pay by credit card for your entry(ies).