HAVAN AWARDS ENTRY WORKING SHEET

Use this general working sheet to prepare your HAVAN Awards entries before adding the information to the online form. As technology is not perfect, make sure to always have a back-up of all your submissions!

CATEGORY NAME AND #: _____

PROJECT NAME: _____

ENTRY ID (go to online entry form, start your project to get the ID for this submission): _____

BUILDER (OR PRIMARY ENTRANT) INFORMATION:
- **Company Name:** _____
- **First and Last Name:** _____
- **Phone #:** _____
- **Email:** _____
- **Website:** _____
- **Social Media handles**
  - **Instagram:** _____
  - **Facebook:** _____
  - **Twitter:** _____
  - **LinkedIn:** _____

PROJECT ASSOCIATES (Up to 2 Major Associates; Up to 3 Associates)
Reminder: To be mentioned in any HAVAN Awards-related promotions, all companies added to the entry form (primary, major associates and associates) MUST be HAVAN members. If have a non-member is added, HAVAN's membership team will reach out to that company to solicit membership. Non-members have until January 21, the Call for Entries deadline to apply for membership or they will be removed from the entry. Please notify your non-member associates about this requirement.

MAJOR ASSOCIATE 1 (BUILDER, IF PRIMARY IS A NON-BUILDER):
- **Company Name:**
- **First and Last Name:**
- **Phone #:**
- **Email:**
- **Website:**
- **Social Media handles**
  - **Instagram:**
  - **Facebook:**
  - **Twitter:**
  - **LinkedIn:**

MAJOR ASSOCIATE 2:
- **Company Name:**
- **First and Last Name:**
- **Phone #:**
- **Email:**

- **Website:**
- **Social Media handles**
    - **Instagram:**
    - **Facebook:**
    - **Twitter:**
    - **LinkedIn:**

ASSOCIATE 1:
- **Company Name:**
- **First and Last Name:**
- **Phone #:**
- **Email:**
- **Website:**
- **Social Media handles**
    - **Instagram:**
    - **Facebook:**
    - **Twitter:**
    - **LinkedIn:**

ASSOCIATE 2:
- **Company Name:**
- **First and Last Name:**
- **Phone #:**
- **Email:**
- **Website:**
- **Social Media handles**
    - **Instagram:**
    - **Facebook:**
    - **Twitter:**
    - **LinkedIn:**

ASSOCIATE 3:
- **Company Name:**
- **First and Last Name:**
- **Phone #:**
- **Email:**
- **Website:**
- **Social Media handles**
    - **Instagram:**
    - **Facebook:**
    - **Twitter:**
    - **LinkedIn:**

CRITERIA (insert the category criteria below):

PROJECT DESCRIPTION:
Reminder: Each criterion is worth 10 points so make sure to maximize your 300 words (400 words max. for Grand HAVAN Award categories) with as much information as possible. Use point-form – for judges to score your entry.

MARKETING WRITE-UP:
Optional: Limit 150 words for marketing purposes if project is finalist/winner. Judges do not use this for scoring.

CATEGORY REQUIREMENTS (insert the category requirements and use as a checklist):
Reminder: If a budget is required for this category, refer to the category criteria for the budget line items numbers from the Budget Form Worksheet *that must be calculated into the total. Budget Form Worksheet is found in the Call for Entries package (appendix) or on the Awards website.*

Example:
- *Homeowner Authorization Form*
- *Builder Authorization Form*
- *Complete Online Form*
- *Budget*
- *# Photos: Make sure to use the file naming system that is outlined in the Awards entry package*
- *(categorynumber_uniqueID_photoorder). Remember to also include "a" or "b" if the project is a renovation, as well as "Choice" to indicate your preferred photos for use by HAVAN in presentations, promotions, etc. (please indicate a "Choice" for a before and after photo for renovation projects). Example: 12_1200_1_a_Choice*
- *PLANS (floor, site, elevations): Make sure to use the file naming system that is outlined in the Awards entry package (categorynumber_uniqueID). Upload all the plans as ONE pdf onto the online entry form, where indicated.*