**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 17, 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*
* *Floorplan*

**PHOTOS (# allowed in this category, file names, and specific photos to include):**

*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.*