

2011 Business Excellence Awards

Submission Questions

Submissions close Friday 30 September 2011



KALAMUNDA CHAMBER
OF COMMERCE

Information

Please answer the following questions as part of your submission. Submission should not be more than 30 pages, size 11 font minimum. We recommend including a cover page, contents page and pictures as part of the submission. File may be sent in MS Word, MS Publisher or PDF format. All photos, letters and accompanying information must be scanned and included with your submission.

Questions

1. Award Category/s Being Entered
2. Name of Entered Business / Individual
3. Name of Contact Person
4. Phone / Fax / Mobile
5. Email Address
6. Website
7. Street Address
8. Postal Address
9. How long has the Business been established?
10. Provide a short biography of the business (max 100 words)
11. What is the business' vision & mission?
12. What steps have you taken in the past 12 months to develop / add value to your business?
13. What Training & Development procedures have you put in place within the last 12 months?
14. Does the business have a strategic plan for the short and long term? If so, please provide a brief outline.
15. What is your target demographic, and how do you attract them to your business?
16. What are your standard trading terms?
17. What do you think makes a 'successful business'?
18. Do you have a marketing plan, and what promotional tools do you use to attract your target market?
19. What do you think makes your business 'stand out' from similar businesses within the area?
20. What merchandising techniques do you employ to sell product?

It is suggested you include the following as attachments to this submission

- Samples of advertising used to promote your business
 - Copy of letters in direct support of the business' submission (no more than three)
 - Photographs to support product demonstration, business presentation and marketing
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- **Please also send us a digital copy of your business logo for use at awards presentation (in the event you win an award).**

Completed submissions can be emailed to
lisa@kalamundachamber.com

Alternatively post on disk to: PO Box 417 Kalamunda WA 6926

If you need help please contact: Lisa Harrap on 0407192458 (or email above)

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Disclaimer

The Kalamunda Chamber of Commerce takes all care with entries and materials submitted. The Kalamunda Chamber of Commerce, its organising committee, judges, sponsors and members accept no responsibility for any damage, loss of material or other loss which may be suffered by a nominee through accepting the nomination or entering the Awards. All entrants and nominees are required to accept this as a condition of the acceptance of their nomination and/or entry submission and hereby release, discharge and indemnify the Kalamunda Chamber of Commerce, its organising co-ordinators, committee members, judges and sponsors from any claims, suits, actions or demands that may arise directly or indirectly from entry into the Awards.

I hereby authorise the use and/or reproduction of images and description in this Business Award entry by the Kalamunda Chamber of Commerce Incorporated in relation to any editorial/advertising purposes in conjunction with the 2011 Kalamunda Chamber of Commerce Business Excellence Awards.

I agree that the judges' decisions are final and that no correspondence will be entered into concerning such decisions.

I (Name) _____ being (Position) _____
of (Business) _____ accept the above terms and am authorised to
submit this application. Signed _____ on (Date) _____

IMPORTANT: Please sign and return this disclaimer with your submission

By Email: lisa@kalamundachamber.com

By Post: Kalamunda Chamber of Commerce Inc.
P O Box 417
KALAMUNDA WA 6926

Further details can be found on our website

www.kalamundachamber.com

or contact Lisa Harrap (Executive Officer) on 0407 192 458 E: lisa@kalamundachamber.com

Winners and Accolades

All winners will be announced at the 2011 Kalamunda Chamber of Commerce Business Excellence Awards –

Gala Dinner on Saturday 12 November 2011.

Award recipients will be honoured with an engraved wall plaque and publicised in the Echo Newspaper.

If you would like to purchase tickets to the Gala dinner please contact Lisa Harrap 0407 192 458

or book and pay online through the Chamber website from mid October 2011.

2011 Business Excellence Awards are proudly Sponsored By:



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