

2026 IFEA/HAAS & WILKERSON PINNACLE AWARDS ENTRY CHECKLIST

Before, during, and after submitting your entries, please review the following checklist to ensure your submission is complete, accurate, and accepted without delay:

BEFORE YOU BEGIN

- **Review** all award categories in the 2026 IFEA/Hasas & Wilkerson Pinnacle Awards Brochure.
- **Confirm Eligibility Dates** – all materials entered must have been first produced or used **between June 26, 2025, and June 24, 2026.**
- **Review Entry Deadlines: April 15, 2026 | June 24, 2026**
- **Decide** which categories your festival, event, or organization will enter.
- **Read all category descriptions and specific entry requirements carefully – details have been updated for 2026.**
- Gather all supporting materials, images, links, and documentation required for each category.

PREPARING YOUR ENTRY

- **Create your entry** – be sure to include **everything required** for your selected category.
- **Proof your entry** for accuracy, clarity, and completeness before submitting.
- **Save** your entry in the correct file format (PDF, JPG, PNG, or direct online link), as specified in the brochure next to each category.
- **Name your file correctly** using the official 2026 IFEA Pinnacle File Naming Format (page 2) as applicable for the category.
- **Ensure links are active** and accessible (no passwords required) through **November 20, 2026.**

SUBMITTING YOUR ENTRY

- **Submit** your entry using the official online entry form:
- www.ifea.com/p/industryawards/pinnacleawards/thisyear/EnterHere
- **Review** the “To Submit an Entry” and “Important Notes” sections on that page for upload and payment details.
- **If paying by check or invoice**, contact **Nia Hovde, CFEE** at nia@ifea.com **before** beginning your online entries.
- **Complete** all sections of the online entry form for each entry (Sections 1–3).
- **Upload ONE (1)** high-resolution copy of your **organization or event logo** with your first entry. (Only one logo will be used across all entries.)
- **Proof** each entry form carefully before selecting **Submit.**
- **Choose** “Continue Shopping” to add more entries, or “Check Out” when finished.
- **Watch for a confirmation email** and itemized receipt from ifea@ifea.com.
 - Check your **spam/junk folder** if it does not appear in your inbox.

AFTER SUBMITTING

- **Continue entering** additional submissions any time before the **final deadline.**
- **Review Tips & Pointers** from previous entrants for best practices:
- www.ifea.com/p/industryawards/pinnacleawards/pinnacle-tips--pointers
- **Check FAQs** for common questions and clarifications:
- www.ifea.com/p/industryawards/pinnacleawards/pinnacle-faqs

NEED HELP?

- Contact: **Nia Hovde, CFEE**, Vice President / Director of Marketing & Communications at nia@ifea.com