

IFEA/HAAS & WILKERSON PINNACLE AWARD ENTRY CHECKLIST

Please be sure to review the following checklist to make sure you have completed everything before, during and after you enter your entries:

- **REVIEW** all the categories in the 2023 IFEA/Haas & Wilkerson Pinnacle Award Brochure
- **REVIEW** the Eligibility Dates for when items entered need to have been produced and / or used for the first time
- **REVIEW** Entry Deadlines on page 2 of brochure.
- **DECIDE** which categories you want to enter.
- **REVIEW** the specific requirements needed to enter each category.
- **COMPILE** all items needed for the specific category.
- **CREATE** your entry(ies) – be sure to include EVERYTHING that is listed for your category.
- **PROOF** your entry before you submit.
- **SAVE** your entry in the file format required for the specific category (either a png, jpg, pdf or an online link). See page 2-3 of brochure.
- **SAVE** the file name for your entry in the format listed on page 2 of brochure.
- **SUBMIT** your entry by going to this page: www.ifea.com/p/industryawards/pinnacleawards/thisyear/EnterHere
- **REVIEW** “To Submit an Entry” instructions on the above page.
- **REVIEW** “Important Notes” regarding proofing, submitting multiple entries in the same category and payment options.
- **REMEMBER** to contact Nia Hovde, CFEE at nia@ifea.com if you need to pay by check for your entries BEFORE you start entering.
- **COMPLETE** Sections 1, 2 and 3 of the online entry form for EACH entry.
- **PROOF** each entry form before you select submit.
- **SUBMIT** your entry.
- **SELECT** “Continue Shopping” to add more entries, or “Check Out” when you’re finished.
- **WATCH** for an emailed receipt and recap of your entries once submitted from ifea@ifea.com. Check your spam/junk folders if it doesn't arrive in your inbox.
- **ENTER** more entries as needed at any time until the final deadline.
- **REMEMBER** to email ONE (1) high resolution copy of your Organization OR Event Logo to nia@ifea.com.
- **TIPS & POINTERS?** Review some of the Tips & Pointers we’ve gathered from your peers over the years here: www.ifea.com/p/industryawards/pinnacleawards/pinnacle-tips--pointers
- **QUESTIONS?** Review all the FAQ’s listed here: www.ifea.com/p/industryawards/pinnacleawards/pinnacle-faqs
- **CONTACT:** Nia Hovde, CFEE, Vice President/Director of Marketing & Communications at the IFEA if you have ANY QUESTIONS or ISSUES at nia@ifea.com.