



THE HIGHEST
ACCOLADE
IN THE
PR INDUSTRY

ENTRY KIT

events.prweek.com/awards



THE HIGHEST ACCOLADE IN THE PR INDUSTRY

Now entering its 18th year, the PRWeek Awards are firmly established as the communications industry's highest accolade. They celebrate the best of the best corporate, agency, nonprofit, and education teams, and the work they produced during the entry period.

CAMPAIGN AWARDS

General Consumer Awards

- 1 Best in Arts, Entertainment, Sports & Media**
Celebrating the best comms work in films, magazines, TV shows, books, newspapers, or websites. Efforts in promoting individual celebrities also welcome.
- 2 Best in Product Brand Development**
Recognizing great work in the repositioning, reinvigoration, or relaunching of an established consumer brand.
- 3 Best Consumer Launch**
We're talking new products or services here, with a focus on creating buzz, building brand recognition, and evidence of sales/usage.
- 4 Best in Integration**
PR strategy leads the way for the winning campaign that takes this award, which honors work that crosses marketing channels.
- 5 Best in Creative Excellence**
Celebrates the first-rate idea that springs from insight, data, research, and inspiration.

Industry Market Awards

- 6 Best in Healthcare**
Examining the best work for products/services/organizations. Educational and promotional efforts eligible.
- 7 Best in Technology**
We welcome both b-to-b and consumer initiatives. Honoring the best in product launches, uses and applications, or advancements.
- 8 Best in B-to-B**
The target audience might be a niche business sector or

the business community at large. Efforts that address consumer markets should enter Best in Product Brand Development or Best Consumer Launch..

Targeted Audience Awards

- 9 Best in Internal Communications**
We welcome efforts focusing on engagement, M&As, management changes, rebranding, restructuring, layoffs, or any matter of an internal comms nature – so long as the audience is employees.
- 10 Best in Community Relations**
A nod to local community outreach, areas of focus include the environment, education, enterprise, health, the arts, law and order, and equal opportunity.
- 11 Best in Multicultural Marketing**
The target must be multicultural audiences. The effort must display an in-depth understanding of the target market.
- 12 Best Global Effort**
Efforts in any market sector are eligible. Work must be executed by a US-based office or department AND in at least two regions outside the US. *Note: Somewhere in the entry, you MUST clearly specify the countries in which this effort was executed.*

Corporate Awards

- 13 Best in Corporate Branding**
Focus is on launch of a new company, or corporate rebranding. Demonstrate tangible results beyond just proof of brand-name recognition.
- 14 Best in Public Affairs**
Recognizing work that has moved the needle in public policy, legislation, polling, or political campaigns.



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15 Best in Financial Communications

The target can be any financial audience, including, of course, but not limited to investors/stakeholders. Eligible work would include: product or service launches; IPOs; M&As; crisis; or general awareness efforts.

16 Best in a Crisis

Work in any market sector is eligible.

Social Education & Philanthropy Awards

17 Best in Public Sector

Honoring work on a single topic by a public entity. Government departments or public-sector agencies (federal, state, military, municipal, local, or public health authorities) are eligible to enter.

18 Best in Nonprofit

Celebrating the best work done for, or by, nonprofit organizations to reach their targeted publics, raise money, or build awareness. Cost-effectiveness of programs will also be strongly considered.

19 Best for a Cause

Honors integrated and credible corporate or brand cause programs that show a tangible, worthwhile benefit to the target community.

TECHNIQUE AWARDS

20 Best in Social Media

Recognizing social media strategies that drove outstanding results and awareness. Open to work on any social platforms, whether stand-alone initiatives or across channels.

21 Best in Broadcast/Film/Video

A copy of the film program, VNR, ANR, SMT, b-roll, or online footage must be included with entries, as well as background information on the strategy and evidence to support its success. Cost breakdown and use of outside vendors/contractors must be included.

22 Best in Analytics

Demonstrates rigorous use of analytics at every stage of

the campaign. Points will be scored for emphasizing how data helped identify opportunities, set goals, devise strategy, activate programs, and measure results.

23 Best Promotional Event

Please specify cost breakdown, use of outside vendors/contractors, size of the event/activity, and whether it stood alone or was part of a larger campaign.

24 Best Viral

Work that takes on a life of its own - with a little help from our friends.

25 Best Content

Strategic and creative content that drives business and brand objectives.

PERSONALITY AWARDS

26 Outstanding Young Professional

Open to PR professionals who have been in the industry for fewer than three years (since October 2, 2013). Nominations must come from employers. Evidence will be sought on strategy development, business savvy, and client leadership, among other qualities.

27 Outstanding In-House Professional

Individuals may be nominated by their colleagues, agencies, or peers. Career achievements to date will also be considered. *Note: We encourage agency professionals to suggest/nominate leaders from the in-house side for this award.*

28 Outstanding Agency Professional

Individuals may be nominated by their colleagues, clients, or peers. Career achievements to date will also be considered. *Note: We encourage in-house professionals to suggest/nominate leaders from the agency side for this award.*

29 Outstanding Marketer

Open to VPs of marketing and above, including CMOs. Individuals may be nominated by their colleagues, agencies, or peers. Winning individual should play a big role in integrating PR into the marketing strategy.



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30 Outstanding Student:

Visit awards.prweekus.com for separate entry kit.

31 Communicator of the Year

Now in its fifth year, this award will honor an individual who in the opinion of the chair of judges and editor-in-chief was the outstanding communicator in the period covered by this year's Awards.

EDUCATION AWARDS

32 Outstanding Education Program

Open to any PR undergraduate or graduate program, based on activity and results achieved during the full academic year that includes the fall 2015 and spring 2016 semesters (August 2015 to July 2016). In certain cases, we ask for details going back three years in order to effectively gauge important changes. This award recognizes programs' achievements and innovations in the following areas: curriculum, faculty, enrollment, impact on the industry, and placement success. Special attention will be paid to effectiveness in preparing students for long-term success.

BUSINESS AWARDS - IN-HOUSE

33 Outstanding In-House Team

Open to any in-house corporate, government, or nonprofit communications team. Judges will look for bottom-line impact; ability to establish/reinforce comms' role in the organization and the C-suite; and impact on the organization's broader reputation.

Note: We encourage agency professionals to suggest/nominate teams from the in-house side for this award.

BUSINESS AWARDS - AGENCY

34 Outstanding Boutique Agency

Open to any firm with a current annual PR income (consisting of fees plus mark-up for disbursements) of

less than \$5 million.

35 Outstanding Small Agency

Open to any firm with a current annual PR income (consisting of fees plus mark-up for disbursements) of \$5 million to \$10 million.

36 Outstanding Midsize Agency

Open to any firm with a current annual PR income (consisting of fees plus mark-up for disbursements) of \$10 million to \$65 million.

37 Outstanding Large Agency

Open to any firm with a current annual PR income (consisting of fees plus mark-up for disbursements) of \$65 million or higher.

38 Agency of the Year

Chosen from among the winners of the previous four categories. All achievements will be considered relative to the agency's size and previous standing.



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JUDGING

After entries are submitted, a panel of judges will begin a thorough process that includes pre-scoring to select a top 10, subsequent deliberation, and the ultimate decisions of each winner and honorable mention.

Judges include senior PR professionals from agency, corporate, nonprofit, and government teams, as well as service company and PR education professionals. In addition, the judging panel will also include in-house marketing leaders. Judges will be chosen because of their professional and wide-ranging level of expertise.

Any judge who has a potential conflict of interest, including, but not restricted to, working for an agency that submitted that campaign and/or being involved with any aspect of the project, will not be allowed to judge that entry.

Judges may move entries between categories if deemed to be unsuitable for the category entered, but appropriate for another. Category changes will be made solely at the discretion of the judges and their decisions will be final.

All judges will be required to sign a confidentiality agreement that bans them from disclosing information from entry submissions. A maximum of five entries from each category will make up our shortlist of finalists, which will be published online in December 2016 and in print in January 2017. Judges do not discuss their individual scores with anyone - not even each other. As such, the winners are not known until Awards night itself.



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ENTRY REQUIREMENTS

- 1** The PRWeek Awards are open to corporate communications and marketing communications teams, PR agencies, public affairs firms, IR agencies, publicists, nonprofits, PR educational professionals, and government PR teams, as well as solo practitioners. Outside contractors, vendors, and non-PR professionals may also enter certain categories where indicated. All Awards categories relate to work executed in the U.S. by a U.S. or Canada-based company or office. The only exception is the Best Global Effort.
- 2** Entries must be for work conducted between October 3, 2015 and October 3, 2016, unless otherwise specified. Some of the work must have occurred during this time, but it does not necessarily need to have been started or completed during the eligibility period.
- 3** Each entry must be submitted online. The entry form will vary for each category, please refer to the entry form section in this entry kit for further details. Once all entry information is prepared, visit events.prweek.com/awards to submit your entries. All entries must be submitted and paid for online. You may input your entry information and save as a draft to return at a later date to submit payment. Credit cards accepted include Visa, MasterCard, and American Express. Entries that are not paid prior to judging will not be considered.
- 4** A single entry can be entered into multiple categories providing it applies to the specific criteria stated within each category.
- 5** You will be offered the opportunity to submit information separately that should be kept confidential (i.e. submitted only to the jury). PRWeek reserves the right to publish details of entries in the Awards Book of the Night, case studies, and related materials.
- 6** To accompany your submission, entries should be accompanied by relevant support materials that show evidence of the success of your work. Please refer to the support material section of this entry kit for further details.



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SUPPORT MATERIAL

In addition to the online entry form, support materials will be accepted for all entries. This will enable you to expand on the success of your entry. Support materials for each category will vary, but it is suggested that you provide whichever type of support material you deem most suitable to showcase your individual entry

All materials must be PC and MAC compatible.

Types & Requirements

Image (Mandatory)

As part of your entry you must upload two key images as JPEG files. IMPORTANT: your key images are mandatory parts of your entry. Please note that failure to submit two key images or to comply with the instructions below will result in your entry not being submitted to the judging panel for evaluation. Should your entry reach the shortlist stage, these images may be used for publication in PRWeek and will be used on-screen during the awards night presentation. Your images must comply with the following:

- The image should be in .jpg format
- The image should be 300 dpi and 16.5 x 23.4 inches in size
- The image can be no larger than 15 MB
- Please name file with submitting company at beginning

Video (Encouraged)

It is suggested that each entry be accompanied by a short video. A video to support the Business Awards categories is highly encouraged.

Requirements:

- Required to upload in MP4 or MOV format
- File size no larger than 350 MB, and a play time under 2 minutes
- Please name file with submitting company at beginning

PDFs

Requirements:

- The file should be no larger than 15 MB

MP3

Requirements:

- The file should be no larger than 350 MB

Websites/Microsites

Please enter the URL of each website/microsite in the appropriate field on the online entry form. There will be a space for you to add a login/password if necessary.

Requirements:

- The URL must remain active until December 6, 2016, or the material will not be viewed.



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FAQ

What if my submission has confidential information?

There is a section on the entry form that is dedicated to any confidential information. This information will only be seen by our judges.

What is the eligibility period for the entries?

Entries must be for work conducted between October 3, 2015 and October 3, 2016, unless otherwise specified. Some of the work must have occurred during this time, but it does not necessarily need to have been started or completed during the eligibility period.

What is the cost to enter into the PRWeek Awards?

The price of each primary entry submitted is \$410. You may choose to submit that same exact entry into a second or third category (which only applies to the Campaign and Technique Awards) for an additional fee of \$250 per submission. For example, if you submit any one entry into three categories, the fee would be: $\$410 + \$250 + \$250 = \910 .

The entry fee for Business Awards - In-house and Business Awards - Agency is \$450. The entry fee for the Education Awards is \$149.

What is the deadline to submit?

The entry deadline is Monday, October 3, 2016, 6pm EST. Late entries will be received until Tuesday, October 11, 2016, 6pm EST. However, those entries received after Monday, October 3 will incur a late fee of \$250 per entry.

Do I need to submit a video as support material?

Video support material is greatly encouraged. For further details please refer to the support material section of this entry kit.

How is my entry judged?

Judging for all categories occurs in two phases, online and live day. Online, judges are asked to pick the top 10 entries in each category. On judging day, entries are scored live by a team of jurors. The scoring is on a 100-point scale, with each of the relevant criteria worth 20 points. This generates the finalists in each category.

What are the judges looking for?

- **Focus on results that matter.** Bottom-line impact. Notable

changes to stakeholder behavior. Operational outcomes that move the needle. Judges are not impressed solely by media impressions, Facebook likes, and Twitter followers.

- **Be brief.** PRWeek Awards judges appreciate succinct language because they review numerous entries. Furthermore, our esteemed arbiters can easily recognize hyperbole that often masks a sub-standard entry.
- **Detail on dollars.** Our judges hold the senior-level posts in the industry, so they understand the desire to not reveal certain specifics. However, don't allow your budgets to be among those hidden factors. Such details allow entities and campaigns of varying sizes to be compared effectively. Your budget underscores the conditions under which a campaign was executed. And with Agency categories, the more detail shared about annual revenues, the better. And remember: Respect of confidentiality is paramount to both PRWeek and our judges.

Can I change my written entry and or support material after I've submitted and paid?

No. Unfortunately you will not be allowed access to your entry once it has been submitted and paid for.

Can I remove an entry after it has been submitted and paid for?

No. If you have an issue please contact:

Maggie Keller
646 638 6041
maggie.keller@prweek.com

When are finalists announced?

On December 7, 2016* at prweek.com/awards. All successful finalists will also be notified via email.

*Date subject to change

When are winners announced?

The presentation dinner and ceremony will take place at Cipriani Wall Street in New York City on Thursday, March 16, 2017. For further information about the awards event, please visit events.prweek.com/awards.

Who do I contact for entry or ticket enquiries?

Maggie Keller
646 638 6041
maggie.keller@prweek.com



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Entry Form

CAMPAIGN AWARDS

For all categories in the Campaign Awards groups, the entry form is divided into the following five subheadings.

320-word limit per section

- 1. Situation analysis**
(including campaign objectives)
- 2. Research and insights**
(including how research was implemented in the campaign)
- 3. Strategy**
- 4. Execution and tactics**
(including relevant social media and digital elements)
- 5. Effectiveness and results**
("Real" results, not just impressions. Advertising Value Equivalency is not a valid measurement. Don't forget to highlight how results were evaluated/measured)

Confidential Information (150 words)

If you have any confidential information that cannot be viewed by the general public or published anywhere, please write it here. This information will be reserved for the judging panel only.

Support Materials

Image (Mandatory)

- Two key images must be uploaded
**Failure to do so – or comply with the instructions below – will result in your entry not being submitted to the judging panel for evaluation.*
- Images must be color JPEG files
- We discourage scanned images. But if they must be scanned images, they must be scanned at a minimum of 300 DPI
- No press cuttings
- Logos alone are not acceptable images – in any case
- The image should be 300 dpi and 16.5 x 23.4 inches in size

- Should your entry reach the shortlist stage, these images may be used for publication in PRWeek and will be used on-screen during the awards night presentation.

Videos (optional, but highly encouraged)

- Video can be up to 2 minutes long
- Video must be uploaded in MOV or MP4 format
- File size should be no larger than 350 MB
- Note: Judges may not be able to watch all of your video, so be sure that all key facts supporting your entry are within the written submission as well.

Additional supporting evidence (optional)

- One PDF (max 15 MB)
- One MP3 audio file (max 350 MB)
- Up to three relevant Web or social media links



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Entry Form

TECHNIQUE AWARDS

For all categories in the Technique Awards groups, the entry form is divided into the following five subheadings.

320-word limit per section

- 1 Situation analysis**
(including campaign objectives)
- 2 Research and insights**
(including how research was implemented)
- 3 Strategy**
- 4 Execution and tactics**
(including relevant social media and digital elements)
- 5. Effectiveness and results**
("Real" results, not just impressions, views, or the like. Advertising Value Equivalency is not a valid measurement. Don't forget to highlight how results were evaluated/ measured)

Confidential Information (150 words):

If you have any confidential information that cannot be viewed by the general public or published anywhere, please write it here. This information will be reserved for the judging panel only.

Support Materials

Image (Mandatory)

- Two key images must be uploaded
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Videos (optional, but highly encouraged)

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- File size should be no larger than 350 MB
- Note: Judges may not be able to watch all of your video, so be sure that all key facts supporting your entry are within the written submission as well.

Additional supporting evidence (optional)

- One PDF (max 15 MB)
- One MP3 audio file (max 350 MB)
- Up to three relevant Web or social media links



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Entry Form

PERSONALITY AWARDS

For Outstanding Young Professional, Outstanding In-House Professional, Outstanding Agency Professional, and Outstanding Marketer, there are the following five requirements:

320-word limit per section

1. **Bio of the nominee/brief résumé/education background**
2. **Professional accomplishments during entry period (such as bottom-line impact, accounts won, campaigns led, and operational improvements facilitated)**
3. **Activities outside work**
(this encompasses efforts both within and outside the industry)
4. **Displays of leadership**
(with both internal and external parties)
5. **Statement about why nominee should be considered**

Confidential Information (150 words)

If you have any confidential information that cannot be viewed by the general public or published anywhere, please write it here. This information will be reserved for the judging panel only.

Support Materials

Image (Mandatory)

- For Personality Awards categories, pictures must be of people and teams. We recommend a professional photographer for best results
- Two key images must be uploaded
**Failure to do so – or comply with the instructions below – will result in your entry not being submitted to the judging panel for evaluation.*
- Images must be color JPEG files
- We discourage scanned images. But if they must be scanned images, they must be scanned at a minimum of 300 DPI.
- No press cuttings

- Logos alone are not acceptable images – in any case
- The image should be 300 dpi and 16.5 x 23.4 inches in size
- Should your entry reach the shortlist stage, these images may be used for publication in PRWeek and will be used on-screen during the awards night presentation.

Videos (optional, but highly encouraged)

- Video can be up to 2 minutes long
- Video must be uploaded in MOV or MP4 format
- File size should be no larger than 350 MB
- Note: Judges may not be able to watch all of your video, so be sure that all key facts supporting your entry are within the written submission as well.

Additional supporting evidence (optional)

- Up to three PDFs (max 15 MB)
- For Personality Awards categories, inclusion of employer testimonials, samples of work achievement, and media coverage would be ideal support material to include.
- One MP3 audio file (max 350 MB)
- Up to three relevant Web or social media links



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Entry Form

EDUCATION AWARDS

The entry form is divided into the following five subheadings:
500-word limit per section

1. Faculty

- Total number of full-time faculty (tenure and non-tenure), adjuncts, administrators, staff professionals, student assistants, and faculty advisers*
- Average years of experience of faculty (both as academics and working in the PR profession)
- The credentials of full-time and part-time faculty, which should also include any fellowships within the industry
- List of new hires during the entry period (names, roles at school, the professional position they currently/most recently held)
- Faculty/student ratio*
- Full-time faculty/part-time faculty ratio*
- Highlight any industry awards or recognition earned by faculty during the entry period
**Include details for the 2013-2014 and 2014-2015 academic years for comparison purposes*

2. Student body/enrollment

How many students were enrolled in the program during the entry period* (Note: If there are limits on how many new students can be enrolled, please explain the context of your enrollment figures)

- A brief description of students' industry-related activities
- How diverse is the student body?
- Highlight any industry awards or recognition earned by your students during the entry period
- How many out-of-state/international students enrolled in your program during the entry period?*
- What percentage of the actual undergraduate class is studying PR (if applicable)?*
**Include details for the 2013-2014 and 2014-2015 academic years for comparison purposes*

3. Programs/Courses

- Highlight new courses added to the curriculum during the entry period
- Highlight improvements to existing course offerings during the entry period
- Highlight new facilities or related offerings launched during the entry period (this would include studios, new media platforms, creation of student-run firms, etc.)
- Describe the intersection of the comms program with other disciplines at the university (business, technology, law, psychology, journalism, etc.)
- Highlight new developments of online and hybrid/blended courses during the entry period
- Continuing education offerings for active professionals (if applicable)

4. Workforce impact

- Indicate the placement percentage of students who graduated during the entry period
- Share details on where they are being placed and the types of positions they are occupying
- Going back to your 2013-2014 and 2014-2015 graduates, please indicate percentage of graduates who landed jobs in the PR industry
- Share details on where these graduates are now (both the organizations that employ them and the posts they hold)

5. Professional involvement/association

- Indicate the organizations (in-house, agency, nonprofit, etc.) collaborating with your program and describe the nature of the partnership (guest lectures, workshops, course-related projects, mentorship, advisory councils, etc.)
- Detail any research, papers, presentations, etc. your school worked on with the industry during the entry period

Confidential Information (150 words):

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Support Materials

Image (Mandatory)

Best images are group shots displaying faculty and students together. Images should include a visible reference to the university in some form (to distinguish it from any other school). Classroom shots or images displaying a unique program offering are also welcome.

- Two key images must be uploaded
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- The image should be 300 dpi and 16.5 x 23.4 inches in size
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Videos (optional, but highly encouraged)

- Video can be up to 2 minutes long
- Video must be uploaded in MOV or MP4 format
- File size should be no larger than 350 MB
- Note: Judges may not be able to watch all of your video, so be sure that all key facts supporting your entry are within the written submission as well.

Additional supporting evidence (optional)

- Up to three PDFs (max 15 MB)
- For Education Awards, we strongly encourage testimonials from industry leaders and/or industry recruiters about the quality of the students they recruit from your school – with an absolute focus on recent graduates from no earlier than the fall 2013 semester. Maximum of three one-page letters (on letterhead)
- Similarly, we welcome testimonials from recent graduates (covering the same period as noted above) as to how your program prepared them for a career in PR. Maximum of three one-page letters
- In addition, support material could include appropriate research documents, documentation of charitable work, or fictionalized work created in class.
- Up to three relevant Web or social media links



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BUSINESS AWARDS - IN-HOUSE

The entry form is divided into the following subheadings.

275-word limit per section

1. Number of staff employed in PR function
2. Annual PR budget for 2015
3. Outline of overall organization's goals and comms team's role in achieving them
4. Outline of PR-related issues and objectives during the entry period
5. Notable campaigns - internal and/or external - during the entry period
6. Use of internal/external resources and - where applicable - other departments within this organization

Confidential Information (150 words)

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Support Materials

Image (Mandatory)

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Videos (optional, but highly encouraged)

- Video can be up to 2 minutes long
- Video must be uploaded in MOV or MP4 format
- File size should be no larger than 350 MB
- Note: Judges may not be able to watch all of your video, so be sure that all key facts supporting your entry are within the written submission as well.

Additional supporting evidence (optional)

- One PDF (max 15 MB)
- One MP3 audio file (max 350 MB)
- Up to three relevant Web or social media links



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BUSINESS AWARDS – AGENCY

Each award in this category recognizes financial and client-list growth, client retention, creativity and innovation, and staff and office factors such as retention, new hires, and training. Relevant factors related to, but not limited to, office culture, the agency's "brand," and thought leadership will also be examined. Inclusion of video with entries is encouraged. In addition to the criteria noted above, any demonstrations of "game-changing" activity are encouraged. This would include both internal (i.e. notable client wins or expanded work, staffing) and external (i.e. thought leadership) factors.

250-word limit per section

1. Revenue, profitability figures and details for the entry period*

- U.S., global (where applicable), and organic growth
- Provide U.S., global (where applicable), and organic growth figures from prior financial/calendar year
- Include breakdown of how much growth was organic versus new business

2. Practice areas and offices

- Provide overview of the firm's practice areas, offices, and capabilities, including any new areas, offices, and capabilities added during entry period. This would include acquisitions or new partnerships

3. Account information

- List long-term accounts; notable account wins and losses during entry period; and details on exceptional client work during the entry period

4. New products or innovations

5. Staff information

- Total staff as of Oct. 1, 2016 (U.S. and Global, if applicable)
- Total staff as of Oct. 1, 2015 (U.S. and Global, if applicable)
- List notable hires and departures during entry period
- Note HR programs that moved forward during entry period

6. Miscellaneous

- Include anything relevant to industry leadership; charitable/community efforts; the development and advancement of the firm's culture, and the like

7. Three client testimonials

**Certain information, including client wins and profitability/revenue, can be marked confidential and won't be published. Omitting this information entirely, though, could impact judges' scoring. For firms who do not supply exact figures (due to SOX), please be as specific as possible with monetary figures submitted.*

Confidential Information (150 words)

If you have any confidential information that cannot be viewed by the general public or published anywhere, please write it here. This information will be reserved for the judging panel only.

Support Materials

Image (Mandatory)

- Two key images must be uploaded
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- Should your entry reach the shortlist stage, these images may be used for publication in PRWeek and will be used on-screen during the awards night presentation.

Videos (optional, but highly encouraged)

- Video can be up to 2 minutes long
- Video must be uploaded in MOV or MP4 format
- File size should be no larger than 350 MB
- Note: Judges may not be able to watch all of your video, so be sure that all key facts supporting your entry are within the written submission as well.



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Additional supporting evidence (optional)

- Up to three PDFs (max 15 MB)
The agency CEO is required to certify the reported annual income in writing, as well as the date of incorporation and the number of employees. Please include this as one of the pdfs
- One MP3 audio file (max 350 MB)
- Up to three relevant Web or social media links