



# ENTRY FORM

## Business of the Year (less than 25 staff)

### How to enter:

Please read the judging criteria carefully before writing and submitting your entry to ensure you have selected the most appropriate category for your business.

### Eligibility criteria:

Entries will only be accepted for business, charities and individuals with their trading address in the GL7 postcode area or members of the Cirencester Chamber of Commerce.

### Judging criteria:

Running a small business, whether it is from home alone or with a select team, presents unique challenges in terms of logistics, skills and management. The recipient of this award will demonstrate the perfect balance of core business activities including finance, operations, HR, sales and marketing. They have achieved measurable, provable success through 2011 and be able to demonstrate why they are all round worthy of the title - best business.

- Business size, services and skills
- Defined business plan and long term goals
- Details of success and growth in 2011
- Demonstration of fiscal, operational sales and marketing skills

### Closing Date:

Entries must be received by 5.30pm on 30<sup>th</sup> March 2012

### Cancellation:

Cirencester Chamber of Commerce reserves the right to remove an Award category if less than 3 entries are received by the closing date. If this occurs, you will be notified and given the opportunity to enter an alternative category.

### Entry Format:

Entries will only be considered using the official entry form.

Entries will be allowed via post and email (to the addresses shown below).

You may enter more than one category; a new form should be completed for each entry.

### Entry Statement:

Please describe in your own words (750 max) why your business should win the award selected. Refer to the judging criteria to ensure you have clearly responded to the requirements for the relevant award. Please attach your statement to the Entry Form.

### Supporting Material:

Additional, supporting material may be submitted (max 6 sides of A4)

### Awards Presentation:

The winners will be announced at the Awards Dinner at the Royal Agricultural College on 18<sup>th</sup> May. Tickets (£25 per person) will be available from 2<sup>nd</sup> April 2012 on a first-come first served basis.

Cirencester Chamber of Commerce  
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 Cirencester Chamber of Commerce  
**Best for Business**

# Business of the Year

(less than 25 staff)

## Entry Details:

Business or Organisation Name

Individual or Team Name (if applicable)

Address

Telephone Number

Email Address

Website

Contact Name

Position

How did you find out about the awards?

Signature

Date

We strongly advise you to keep a copy of the form and your entry statement.

Closing Date 30<sup>th</sup> March 2012