

## **2021 ENTRY FORM REQUIREMENTS FOR COST BASED CATEGORY**

Entry for the 2021 New Zealand Building Industry Awards is an online process. Individual and team entrants can nominate themselves. Visit [nzbuildingindustryawards.org.nz/register/](https://nzbuildingindustryawards.org.nz/register/) for information on entry eligibility and costs.

Below outlines what is required to complete the entry forms. We suggest you collate your responses in a Word document, then copy and paste into the online entry form. The online entry form can be saved and continued later using a provided link.

### **KEY NOMINEE (S) AND NOMINATOR INFORMATION**

*Please note: If you have an administrator in your team who will manage your entry, and any other logistics relating to the Awards, please include their details.*

- Name
- Organisation
- Email
- Phone Number
- Project Name
- Project Location (Town or City)
- Original Project (Contract) Price
- Final Project Cost
- Estimated Project Completion Date
- Actual Project Completion Date
- Up to 4 x high-resolution photos of the Nominee/s (file size limit 5MB)

### **PROJECT DESCRIPTION**

- In 500 words or less, tell us about the Project:
  - Situation
  - Developer
  - Consultants
  - Client
  - Number of people on site and/or in team
  - Number of sub-contractors
  - Special finishes
  - Environmental issues
  - Benefits to the built environment
- At least 4 x high-resolution photos of the Project, plus any supporting documents, file size limit 5MB

### **ABOUT THE NOMINEE**

- In 500 words or less, tell us about the Nominee:
  - Background
  - Years in the industry
  - Previous roles and experience
  - Work experience outside New Zealand (if any)
  - Why Nominee was chosen for this position
  - Qualifications and affiliations
  - Previous awards

- In 500 words or less, tell us what the Nominee's role was in the project and how they excelled:
  - Management style
  - Planning
  - Quality of project
  - Adherence to project timeline and handover date
  - Contractual
  - Workplace safety
  - Industrial relations
  - Working relationships
  - Project difficulties and innovation
  - Project delivery

### **CHALLENGES**

- In 500 words or less, tell us some of the challenges faced by the Nominee during this Project:
  - Programme
  - Logistics
  - Design
  - Client / Consultant relationships
  - Budget
  - Disputes
  - Lost time due to injuries
  - Achieving work-life balance
  - Other

### **INVOLVEMENT FROM OTHER PARTIES**

- Provide details of others involved in the Project:
  - Client
  - Project Manager
  - Quantity Surveyor
  - Architect
  - Engineer
  - Specialist Trade
  - Services
  - Other
- Details required:
  - Organisation
  - Name
  - Email
  - Mobile

### **REFERENCES**

*Please note: Phone calls to referees may occur at the discretion of the Awards judges.*

- Upload 2 written references, file size limit 5MB (Word / PDF / JPG)
- References should include:
  - Referee's name, role, organisation, email address, mobile number
  - Nominee's name and role
  - Project name and description
  - What the Nominee did well
  - Challenges the Nominee faced and how they overcame them