**CECA YORKSHIRE & THE HUMBER ANNUAL AWARDS**

**SME PROJECT OF THE YEAR AWARD – ENTRY FORM**

**Company Details**

Name of Member Company            Contact Name:

Email Address:            Telephone Number:

Address

Project Name

Project Completion Date

Client Name

**Guidelines for Submission** (Up to 1000 Words)

All entries for SME Project of the Year should be accompanied by a minimum of 4 high resolution images, so that these can be displayed on the night of the Awards Dinner. Videos and drone footage can also be sent to support your submission. Projects can be of any size and value but must have been completed by a CECA Y&H Member company with 99 directly employed staff or less. The project itself can be of any size. All projects must have been completed during 2022 within the Yorkshire & Humber Region. Contractors who are on framework contracts with on-going projects may also submit an entry but must clearly state the framework and the timescales of the project. Please include information on the following areas:

* Description and size of the Company (must be <100 employees)
* Description of the scheme
* Performance against budget and programme
* Technologies used (if appropriate)
* How did your company add value to the scheme?
* What innovative processes and techniques did you use?
* What challenges did you overcome and how?
* Please feel free to submit photographs, drawings and videos of the scheme

**Entries must be received by Friday 11th August 2023**

**Please email entries to** [**jayne.darbyshire@ceca-yorks.co.uk**](mailto:jayne.darbyshire@ceca-yorks.co.uk)