

**Best Small Publication (NON BICS)**

DEADLINE 20th March 2019 at 1pm

* All application forms must be typed. Handwritten applications will not be accepted.
* Upload this application to your society drive in your society Gmail account (create a folder ‘Awards Applications 2019’ to keep all your applications together) so that more than one person can work on the application.
* Your application must be uploaded to the awards application form. If you upload a newer version of your application the final one will be taken as the correct version to give to the adjudicators.
* Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators awards marks for facts above all else so make use of bullet points, etc. when appropriate.
* Please read through the nomination form in its entirety before filling it out in order to avoid repetition of material.

**Marking Scheme**

* The Best Small Publication (NON-BICS) marking scheme consists of a total of 40 marks. This is divided as follows:
	+ **Application form**: consists of ONE section (*organisation & finance*) with multiple questions worth 30 marks.
	+ **Discretionary marks** for overall impression worth 10 marks.

 **GOOD LUCK!**

**Background Information**

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| **Name of Society** |
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| **Name of person submitting** |
|  |
| **Phone Number** |
|  |
| **Email Address** |
|  |

**PLEASE PROCEED TO SECTION 1**

**Section 1 : Organisation**

 **Total marks - 10**

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.*

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| **1.1 Editor of Publication** |
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| **1.2 What is his/her/their relationship to the society?** |
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| **1.3 Who was responsible for layout and design?** |
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| **1.4 What is his/her/their relationship to the society?** |
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| **1.5 How many society members were involved in the production of this publication? (5 marks)** |
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| **1.6 How many copies were produced & distributed? (5 marks)** |
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**Section 2 : Finance**

**Total marks - 10**

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| **2.1 What was the cost of the publication? (5 marks)** |
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| **2.2 Did you receive any external sponsorship for producing the publication? (5 marks)** |
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**Section 2 : Purpose & Promotion**

**Total marks - 10**

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| **3.1 What is the purpose of the publication? (5 marks)** |
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| **3.2 How did you promote the publication? (5 marks)** |
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| **3.2 If you would like to upload a photo/image or poster do so here (not compulsory).** |
| *Tips: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |
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