



2018 Crystal ICON AWARDS ENTRY GUIDELINES

Crystal Icon Awards will be presented in the following categories.

Best Corporate Event	Best Social Event : (non wedding)
Best Non Profit Event	Best Wedding Event

The 2018 Crystal ICON Awards are presented with the spirit of team effort in each category to create the outstanding event of the year. All entrants are encouraged to reach out to the event professionals who assisted in making the submitted event stellar.



All entries MUST BE submitted by Wednesday February 28th, 2018

ENTRY FORM

Entrant 1 (MUST BE THE CONTACT INFORMATION OF THE ENTRANT): Entire form must be completed in order to be judged. - Before February 1st, **\$50 (ILEA Members)/\$60 (Non-ILEA Members)** February 1st - February 28th deadline, **\$75 (ILEA Members)/\$85 (Non-ILEA Members)**

NAME _____

COMPANY _____

ADDRESS _____

PHONE _____ EMAIL _____

DATE OF EVENT _____ NAME OF EVENT: _____

ENTRY CATEGORY _____

Joint Entry (Entrant 2) - Before February 1st, \$50 (ILEA Members)/\$60 (Non-ILEA Members) February 1st - February 28th deadline, \$75 (ILEA Members)/\$85 (Non-ILEA Members)

NAME _____ EMAIL _____

COMPANY _____

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Joint Entry (Entrant 3) - Before February 1st, \$50 (ILEA Members)/\$60 (Non-ILEA Members) February 1st - February 28th deadline, \$75 (ILEA Members)/\$85 (Non-ILEA Members)

NAME _____ EMAIL _____

COMPANY _____

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*Additional entrants may be listed on an attached sheet.



PAYMENT

If sending a check, please include the following. **Check#** _____ **Amount: \$** _____

Please bill my credit card **Amount: \$** _____

Credit Card #: _____

Credit Card Type (circle one):

American Express MasterCard Visa Other: _____

Name on Card: _____

Expiration Date: _____ **CVC #:** _____

Billing Address: _____

Signature: _____

**ALL ENTRIES MUST BE RECEIVED BY FEBRUARY 18th, 2018 -
NO EXTENSIONS!**

**PLEASE NOTE: ILEA Houston does its best to ensure the validity of entries.
However, it is not responsible for misrepresentation of an event by its producers or
vendors.**

For Office Use only: Entry Number _____



Why the Crystal ICON Awards?

I. What are the Crystal ICON Awards?

The Crystal ICON Awards program is designed to acknowledge the extraordinary efforts, performance, and outstanding contributions of event industry professionals.

II. Who can enter the awards?

For single and joint entries, it is **not necessary** that you be an ILEA member to submit an entry.

III. Why should I enter the Crystal ICON Awards?

By entering the Crystal ICON Awards, you are able to demonstrate the caliber of work that you or your company creates. This is your opportunity to show others in the industry your talent and what makes your company stand apart from the competition. Imagine being able to tell your clients that you and your company are “award winning!”

IV. Who Judges the Awards?

In order to maintain fairness in the judging, the Crystal ICON Awards are entirely anonymous and are judged by event professionals who are members of a sister ILEA chapter and not any members of ILEA Houston Chapter.

V. How do I enter?

The next several pages outline the process for applying for a Crystal ICON Award. Be sure to follow all of the rules and submit your entry by the noted deadline. Failure to follow instructions may result in point deductions or disqualification. All entries must be for events that occurred between January 1st, 2017 and December 31st, 2017. **ALL ENTRIES WILL BE SUBMITTED VIA EMAIL IN PDF FORMAT TO: awards@ileahouston.com**

VI. What are the most common reasons for disqualification?

If you follow the step by step instructions and category specific guidelines, your entry will be valid. Most common mistakes include: entrant name and/or company name included on entry pages or in collateral materials.

VII. What is the submission deadline date?

All entries are due to ILEA Houston on or before **Wednesday February 28th, 2018**. This is a firm deadline. Late entries cannot be considered in the judging process.

Rules for



Submission

- 1) **All award submissions MUST be submitted electronically in PDF format.** Each entry should be submitted in 1 email and include a total of ___ separate files.

Each entry must submit 5 separate files as attachments to 1 email:

- a. **Application Page with complete contact info**
- b. **Complete entry – this should be on one continuous PDF document and include supporting materials, as well as photos.**
- c. **Three (3) individual 300 DPI JPEG Images or collages from Entry - to be used during presentation of award.**

- 2) **Entry Guidelines: Your entry should consist of the following components. Please simply answer the below questions in the order they appear and with the appropriate heading above each on one continuous document.**

SECTION I - OVERVIEW

Provide a general overview of the event and describe the product or services you provided. *(Limit of 1,000 words.)* Include unique aspects, logistics and details.

SECTION II – SUPPORTING MATERIALS

Please include up to 10 event photos, collateral, invitations, floor plan diagrams, collages etc.

- 3) **NO Entrant Name and/or Company Name and Logo may appear anywhere in the entry:** Do not include names and/or company logos ANYWHERE in your entry of those participants submitting the entry. Names and/or logos must not be included in any text, support materials, collateral (including videos, photos, invitations, invoices, etc.)

Entries including entrants' names and/or logos WILL be disqualified.



Submitting Your Entry

1. **Entries Due:** DEADLINE for submissions is ON OR BEFORE **February 28th, 2018 at 11:59pm.**
2. **Email All Entries To:** awards@ileahouston.com
3. **Questions:** can be directed to: awards@ileahouston.com
4. **Checks to be made out to "ILEA HOUSTON" and mailed to:**
ILEA HOUSTON – Attn: Lauren MacQueen
1411 Wakefield
Houston, TX 77018

THE AWARDS CEREMONY WILL BE HELD ON **WEDNESDAY MARCH 14th, 2018. DON'T FORGET TO PURCHASE YOUR TICKETS AND GO ONLINE TO WWW.ILEAHOUSTON.COM FOR MORE DETAILS AND INFO!**