

# ENTRY FORM

Use a separate form for each Aurora Award or Award of Excellence. The following information will be used to prepare the award certificates. Be sure it is worded the way you want it to appear on your award. Additional certificates may be ordered following the awards banquet (\$15 each).

1. Aurora Award category: \_\_\_\_\_
2. Award of Excellence category: \_\_\_\_\_
3. Title of entry: \_\_\_\_\_
4. Names of individuals who worked on this project to be printed on award — limit to five names:
  - I. \_\_\_\_\_
  - II. \_\_\_\_\_
  - III. \_\_\_\_\_
  - IV. \_\_\_\_\_
  - V. \_\_\_\_\_
5. Your company name: \_\_\_\_\_
6. Do you want your company name printed on the award? Yes  No
7. Entry designed for: \_\_\_\_\_
8. Do you want this name printed on the award? Yes  No
9. Name of contact, email address and phone number: \_\_\_\_\_

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## ENTRY FEES    Mark the fee category you fit in.

### AURORA AWARDS

- \$50 – PRSA members
- \$60 – Non-members
- \$20 – Student PRSSA chapter members
- \$25 – Student non-PRSSA chapter members

### AWARDS OF EXCELLENCE

- \$40 – PRSA members
- \$50 – Non-members
- \$20 – PRSSA chapter members

All Aurora Awards are automatically considered for the APRs' Choice and Grand awards. There is no additional fee for this.

**All entries are due by 11:59 p.m. May 12, 2017.**

**Late fees - Add \$25 to award entries submitted between May 13 and 11:59 p.m. on May 19.**

## Submission Directions

**Make payment via PRSA Alaska's Square account.** Visit [www.prsaalaska.org](http://www.prsaalaska.org) to access PRSA Alaska's Square account and submit payment for your entry. During Square checkout, list the name of your award entry in the "special instructions" text box.

**Save proof of payment** from Square – for example, create a PDF of the receipt.

**Collect all of the needed materials for your entry:** 1) PDF file of your completed Entry Form; 2) PDF file proof of payment for your entry; 3) PDF file of support materials such as pictures, letters, clippings, or other items used for the activity; 4) Copy of your Awards PowerPoint slide built off the PRSA Awards template, available at [www.prsaalaska.org](http://www.prsaalaska.org). Please submit one slide per entry, which will be used during the awards banquet. 5) Aurora Awards (not Awards of Excellence) should include an 80 word summary for APRs' Choice Award consideration which will also be used during the awards banquet.

**All entries must be submitted individually** via the PRSA Alaska Dropbox or email [AuroraAwardsAK@yahoo.com](mailto:AuroraAwardsAK@yahoo.com) by the respective deadlines. Do so by uploading files to a folder in your personal Dropbox and then share with PRSA Alaska. If you do not have a Dropbox account, please go to [www.dropbox.com](http://www.dropbox.com) to open one. Once successfully uploaded, invite [AuroraAwardsAK@yahoo.com](mailto:AuroraAwardsAK@yahoo.com) to share your folder and then email [AuroraAwardsAK@yahoo.com](mailto:AuroraAwardsAK@yahoo.com) to inform us. **You must clearly label your entry and any supporting material with the category number followed by the first three words of the award entry title and the PDF topic.** Please do not add additional information to the PDF title as Dropbox will only allow a certain number of characters. Each individual entry on Dropbox must be uploaded in a separate, clearly labeled folder.

**Please retain a copy of these forms as a receipt, PRSA will not be mailing receipts for entries.**

All decisions by judges are final. Entries will be screened by a committee of PRSA Alaska members. The committee may reject entries it feels are not in the appropriate category, late entries or those which do not meet the requirements in the enclosed checklist.

All entries become the property of PRSA Alaska Chapter. The chapter retains the right to copy all entries and make them available for reference or educational use.