

## **ENTRY FORM FOR THE DESIGNING FOR COMMUNITY SPACE AWARD**

This award is made to the community garden project only.

Any information supplied may be used in the SGD Awards marketing materials and on a finalist or a winner certificate. Please ensure all details are correct.

### **PROJECT:**

<b>Title of project entered:</b>  (As it should appear on finalist or winner certificate)	
<b>Website for project (if applicable):</b>	

### **YOUR DETAILS:**

<b>Name:</b>	
<b>SGD Membership ID (if applicable):</b>	
<b>Your role in the project:</b>	
<b>Address (including postcode):</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	
<b>Mobile Phone:</b>	

**PROJECT DETAILS:**

<b>Client's name:</b>	
<b>Project address</b> (including postcode):	
<b>Date of practical completion of scheme:</b>	
<b>Final cost for construction:</b>  (Please include hard and soft landscape and exclude VAT and the designer's fee)	
<b>The above expressed as a cost per square meter:</b>	
<b>Size of the project as square meters:</b>  (Please exclude any property)	
<b>Is the scheme irrigated?</b>	

**PROJECT DESIGNER:**

<b>Name of designer(s):</b>  (Please give details of the main designer(s) and, if applicable, designers for each aspect of the scheme i.e. planting, hardscape, lighting etc.)	
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## PROJECT CONTRACTOR

If you are happy that the SGD Awards recognises the contribution of your contractor, should you be a winner, please complete the rest of this section.

<b>What was the contractor's involvement in the project?</b>	
<b>Company name:</b> (As it should appear on the certificate if you are a winner)	
<b>Contact name:</b>	
<b>Contact's status in the company:</b>	
<b>Contact's email:</b>	
<b>Contact's telephone number:</b>	

## SITE VISIT

Do you wish to arrange the site visit if one is required?

YES/NO

If not, please supply the following so we can arrange a site visit if required.

(You will be notified by email before contact is made)

<b>Contact name:</b>	
<b>Status of the Contact:</b>	
<b>Contact email:</b>	
<b>Contact telephone number:</b>	

**PHOTOGRAPHY**

The SGD is keen to use the best possible images to illustrate finalists and winners in the SGD Awards. Please provide details of photographs that you have supplied and details of any additional photography that might be available. Please supply the best possible images of the project.

Is the photography you have supplied copyright free or do you have permission to use it? **YES/NO**

Has the project been photographed by a professional photographer? **YES/NO**  
 If yes, please give details below:

<b>Photographer's name</b>	
<b>Photographer's contact email or telephone number</b>	

Have you submitted this professional photography? **YES/NO**

Is there any other photography available of this project that you have not submitted? **YES/NO**

**If yes, please provide details:**

**PUBLICITY**

Has the client given permission for the project to be used in press coverage? **YES/NO**

Has the project been published in a national magazine or newspaper? **YES/NO**

Or is any press coverage scheduled to be published in the future? **YES/NO**

Please provide details of all press coverage below (continue on a separate sheet if necessary)

<b>Publication Name:</b>	
<b>Date of publication or planned publication:</b>	
<b>Further details of article/feature:</b>	

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<b>Date of publication or planned publication:</b>	
<b>Further details of article/feature:</b>	

**STATEMENT**

I confirm that the client is aware that SGD Awards judges **may** wish to visit the site.

I understand that the material submitted will not be returned.

I confirm that the client has given permission for the project to be used in editorial coverage, should it be a finalist or winner.

I confirm that I have endeavoured to provide images that are copyright free and available for publicity purposes. I have identified any publicity images that are subject to copyright and provided details of any images where copyright applies that are free to use as part of the judging process.

I understand that the SGD will manage the press and publicity campaign for the Awards and are entitled to impose an embargo on press releases in line with its agreement with the Awards Media Partner – *Homes & Gardens* magazine.

I confirm that I will not issue any information to the UK press (national, regional and local) without express permission from the SGD.

I have read and understood and I agree to abide by the terms and conditions of the Awards as published in “SGD 2014 Award Entry Information” by the Society of Garden Designers and available at [www.sgd.org/uk/Awards](http://www.sgd.org/uk/Awards)



in association with



Signature: \_\_\_\_\_

Written name: \_\_\_\_\_

Date: \_\_\_\_\_

## APPLICATION

- Closing date for the “Community Space” entries **8<sup>th</sup> September 2014**
- Please send entries to:

Society of Garden Designers Awards  
Katepwa House  
Ashfield Park Avenue  
Ross-on-Wye  
Herefordshire  
HR9 5AX



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## CHECKLIST FOR SUBMISSIONS

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|--------|--|
| Yes/No | Entry fee has already been paid.   |
| Yes/No | Cheque is now enclosed made payable to 'Society of Garden Designers'   |
| Yes/No | Hard copy of completed entry form with all sections completed  |
| Yes/No | One CD containing everything as listed in the "SGD 2014 Award Entry Information" for the judging as well as the images for promotional use, which should be included as pdf and as 300 dpi jpeg. |
| Yes/No | The CD is clearly marked with the Project's name and Award category.   |