

- a). Complete the official, online nomination form.
- b). Review the general information and category guidelines.
- c). Using the category guidelines determine the most suitable category (nominees may enter more than one category, however, we require a separate application for each nomination).
- d). Your nomination should address the guidelines listed for the relevant Award category. The nomination should clearly demonstrate the achievements of the nominee. NOTE: there is a 700 word limit per question.
- e). Check all guidelines to ensure you do not miss out important points.
- f). Upload at least one headshot of the nominee.
- g). Upload copies of relevant newspaper articles, awards, certificates, photographs, etc. They need to be recent, clear and relevant to your application. NOTE: there is a limit of 10 attachments and a 4MB size limit per attachment.
- h). Provide a 100 word summary of your nomination for publicity purposes.
- i) Contact the Awards office 1300 735 445 if you have any questions or email [nswyaa@awardsaustralia.com](mailto:nswyaa@awardsaustralia.com)