

# The PDA Premier Trophy Awards Competition.

## Judges Guidance, notes and hints for Trophy Awards Entry Form Completion

### 1. The entry forms

- a) Please read the Entry Form and consider the following notes and hints carefully.
- b) Complete every section of the form and return with enclosures i.e prioritise the inclusion of images in hi resolution.

### 2. The Categories

- a) The judges reserve the right to change Categories in order that the entry is considered in the correct Category and therefore they are not disadvantaged. You will be informed of their decision to change categories at the time of inspection or when they have their final selection of winners meeting.
- b) Remember small contractors (up to 7 employees) entry includes all works and types of contracts

### 3. Eligibility

- a) A complete entry form for each site to be visited.
- b) The contract must have been completed in the stated year.  
Example :- Premier Trophy Awards 2025 – The works shall have been completed from January 2024 to December 2024 ( some minor tolerance maybe permitted)

### 4. How to enter

Nominations / Client Endorsement

- a) It is **vital** that Judges know once a project has been shortlisted, that the client has approved the site visit.
- b) It is very helpful for the Judges to discuss the project with the client, particularly on site.
- c) The minimum of four hi resolution images is a definite requirement with two showing craftsmanship in detail.
- d) Short listing by Judge: Each judge has a marking script; the entry is discussed and then the final marks collated. The work for all entries is carried out on one day, it is important returns concise and clear due to the permitted time scale allowed for short listing.

### 5. Entrants Details

To be completed as stated.

Ensure the contact number, including mobile numbers are correct along with the named person to be contacted.

### 6. Entrants Declaration

To be completed as stated.

### 7. Clients Declaration

See note 4a and b

### 8. Entry return date to PDA

To be completed and returned by 2<sup>nd</sup> week in January in the relevant year unless otherwise stated on the entry form. Once received the Judges have an extremely tight programme to:

1. Conduct short listing
2. Site Visits throughout the UK
3. Decide the awards to be presented – 30<sup>th</sup> April

## **9. Images**

A maximum of 10 Images

A minimum of 5 Images

Images of works prior to the commencement of works are valuable

## **10. Details on Entry**

To be completed fully as stated.

- a) Provide full and accurate site address with postcode. A local map is of great assistance.
- b) Contract value – The judges do note this is as it can have a bearing on work specifications.
- c) Tradesmen and apprentice numbers
- d) Commencement and completion dates - these have an influence on standards achieved.

## **11. Contract details**

- a) Provide a summary on the entry form of the works – this should make available essential details of the job. Include any difficulties
- b) Use a separate sheet if required to further information
- c) Include any Health and Safety Issues

## **12. Materials**

The judges note that products are constantly changing.

### **Conclusion**

**We hope the notes and hints assist in your returns, particularly those of you who have not previously taken part. If you require any further clarification please contact Yvonne Dominey – Tay at PDA Head Office,**

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