

How to enter

To save administrative expense, we would prefer to receive entries by e-mail to yorkshire@rtpi.org.uk.

However, if this is not possible, entries should be sent by post to

Paula Nolan, Regional Administrator, RTPi Yorkshire, The Studio, 32 The Calls, Leeds LS2 7EW.

In either case, entries must be received on or before **Tuesday 30th June 2009**.

1. Entries must include the following:

1. Name, address, telephone number and e-mail contact details for entrant;
2. Brief title of entry;
3. Its address or location, if relevant; (This must be sufficiently detailed for a judge to find and identify the scheme, on the ground. A location plan may well help.)
4. Firm, agency or other body responsible for entry;
5. Contact name (if relevant);
6. Relationship of entrant to responsible body, if any;
7. Description of entry;
8. Ways in which the entry meets the criteria which the judges will be considering;
9. Other agencies or partners involved in the scheme.

If appropriate and available, preferably in electronic format, supplementary information may also be submitted, such as;

- “Before” and “after” photographs;
- Documents, preferably in pdf format;
- Web-site references.

The answer to question 8, above, will be particularly important for the judges' assessment of the entries. To answer it, entrants will need to refer back to the list of criteria, earlier in this document.