

Best Agency (less than 40 employees)

OVERVIEW: This award will be given to an agency (with less than 40 employees) that delivers exceptional experiences for its clients, values its people, and respects the planet. We want to know what makes your business stand out from the crowd in the competitive UK events space. Judges will look for an agency that has thrived and innovated over the past year and built up a reputation for excellence in everything they do. Entries should provide evidence of creativity, innovation and growth in your organisation and the projects you deliver and examples of your best work.

COMPANY OVERVIEW:

1. Please include an overview of your agency, including staff numbers, office locations, type of events you deliver (including live/virtual split and key industry sectors), and financial performance over the past year.
2. How did your business/team evolve over the past year? Have you made any acquisitions or partnerships, expanded in terms of size or geographically, launched new services or made any other internal changes?
3. How do you attract & retain the best talent and what makes your agency a great place to work? Please include details of your HR policies, including reward & recognition, training & education, flexible working, health & wellbeing, charitable work, DE&I etc, as well as testimonials from team members.
4. What are you doing as a business to be more sustainable and reduce your carbon footprint? Judges will look for an agency that values both the planet and people as well as profit.

EVENTS & SERVICES

1. What makes you stand out from the crowd? What's your USP and why do clients work with you?
2. Have you created or launched any new event experiences or products over the past year?
3. How did you go over and above to deliver the best events and experiences for your clients in 2023? Have you retained clients because of delivering exceptional events? Have you won any new clients? (This information will be treated confidentially).
4. Please include links to two examples/case studies of events delivered for clients in the past year (can be written or video) ideally including details on results and client/delegate feedback.

FUTURE OUTLOOK

1. How are you looking to build on your success in 2024 and beyond?
2. Are you investing in new skillsets or technology? Do you plan to launch any new products or services?
3. What is your financial forecast for the next 12 months?
4. What targets are you setting for your business when it comes to sustainability and DE&I?

SUBMISSIONS: Entries can either be presented as a video submission **or** a written entry. **Video submissions should be no longer than 5 minutes** and can be as simple as a piece-to-camera presentation filmed on a smartphone, through to a fully produced showreel piece. You may support your video submission with a written entry. **Written entries should be 1,500 words maximum and no more than 5 pages/slides** and can be supported by a video submission. **On submission**, you will also be required to provide a 1200-character **submission overview** which will be used for judging and the live event script (if applicable). This does not count towards your submission word count.

You will not be judged on the quality of your video or written entry, but purely on the quality of the work that you are presenting. All event categories are open to corporate brands, agencies, charities, and associations and apply to live, virtual and hybrid experiences. **Events must have been delivered between April 2023 and March 2024.**