



NCAF&E ShowFest Excellence Awards 2025 Nomination



✓ Check List

To assist members in submitting ShowFest Award nominations, use this check list to make sure all materials are submitted properly and on time.

- Step 1 – Complete the Awards Registration** – Use the online Eventeny platform to register and pay for all nominations. Select all the nomination categories you will be submitting and make one payment. The registration form is due by **Wednesday, January 15, 2025**. Late entries will not be accepted. Nominations are \$10 per entry.
- Step 2 – Advanced Submissions** – ALL award nominations are due by **Wednesday, January 15, 2025** (*before the conference*). Nominations and materials will be submitted through the Eventeny process online. Judges will review these materials *before* the conference. Make sure to have all your materials in PDF format and ready to upload on the Eventeny platform. Refer to the awards information packet for nomination requirements.
- Step 3 – On-Site Submissions** - For several categories, additional materials are required on-site for final review. First, complete the online awards registration in Step 2, and then, bring the original item to the conference for on-site review by the judges. On-site submissions must be turned in by 5 pm on Sunday, January 26 during conference check in. The nine (9) award categories that require on-site materials to be submitted are: *Event of the Year #1, Photo #13, Press Kit #14, Sponsorship Packet #16, Merchandise #17, Brochure #18, Print Media #19, Poster #20 and T-shirt. #21*. See ★ designation below. Refer to the awards information packet for nomination requirements.

✓ **Check List** - the awards we plan to submit nominations for are.....

Overall Awards -

- 1 - ★ Event of the Year
- 2 - Director of the Year
- 3 - Volunteer of the Year
- 4 - Sponsor of the Year
- 5 – Supporting Member of the Year
- 6 - Rising Star Award
- 7 – Event Associated with an Event
- 8 – Best Children’s Program
- 9 – Best Outreach Program
- 10 – Best Festival Social Media
- 11 - Best Event Website
- 12 – Best Supporting Member Website

✓ **Check List** - the awards we plan to submit nominations for are.....

Event & Promotional Awards

Additional on-site materials required for most

- 13 – ★ Best Event Photo
- 14 – ★ Best Press Kit
- 15 – Best Non-Print Media
- 16 – Best Sponsorship Packet
- 17 – ★ Best Merchandise S M L
- 18 – ★ Best Brochure S M L
- 19 – ★ Best Print Media S M L
- 20 – ★ Best Event Poster S M L
- 21 – ★ Best T-shirt S M L

See information packet for S/M/L designations

Mail-in/Shipping Deadline: If you are not attending the conference, after registering awards online, you can mail the additional on-site nomination materials to the NCAF&E Office. Entries must arrive by Monday, January 20, 2025.

For the US Postal Service, mail to: NCAF&E P.O. Box 1642, Lexington, NC 27293

For UPS & FedEx, mail to: NCAF&E c/o Saintsing Services, Inc. 337 Dixon Street, Lexington, NC 27292