

Tips to start your award nomination

Membership

- Nomination is only open to members of the Property Council of Australia
- If you are not sure of your company's member status, please get in touch via the Property Council website: www.propertycouncil.com.au

Criteria

- Check that the proposed project or nominee is the right fit and meets the criteria.
- You can view and download the relevant criteria from our awards website.

Hot tip – Refer to the award criteria documents

Use the criteria document as a template to collate the details for your submission, before you complete the **online** nomination form.

The details in the criteria documents represent the questions in the online nomination form.

Key dates

- Take note of the nomination deadline, there are two deadlines this year depending on the award you are entering.
- Save these dates to your calendar.

Resourcing

- Plan out the timeframe and resources
- Team meetings – host these if you need to involve your team
- Consider if you are going to need to collect **Data, Statistics or Facts** that aren't easily on hand
- Consider if you need to collate resident testimonials or photos to support your submission – we recommend getting on to this sooner rather than later

Photos and images

- Review the image requirements.
- You will need to submit photos to support your submission. Some awards require images and we also use the images to promote your entry across our channels and in the People's Choice Award campaign.

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Ownership and resourcing

- Assign a project manager to take ownership of all your submissions from your organisation
- Who will write your submissions?
- Do you need to outsource some components?

Writing tips

- Use examples that are genuinely unique to your project/person
- Less is more. Avoid fluff
- Use facts and data to give context and meaning
- Dot points can be used
- Avoid repeating content across criteria

FAQ's

Be sure to refer to the Frequently asked questions on our [website](#).

Contact us

If you have any further questions, please get in touch.

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<https://www.propertycouncil.com.au/national-retirement-living-awards>