

## Covering Letter for Multiple Nominations

To,  
FOREM Awards - 2022  
Xxx  
Xxxx  
xxxx

Date: 29<sup>th</sup> September 2022

Dear Sir,  
Please find enclosed the nomination for FOREM Awards 2022 for  
\_\_\_\_\_ Agency in the following categories:

S.no	Category Name	Category Code	S.no	Category Name	Category Code
1			1		
2			2		
3			3		
4			4		
5			5		

(In case the no of categories exceeds 10, please attach additional sheets.)

Submitting DD No. \_\_\_\_\_ Amounting Rs. \_\_\_\_\_ draw non  
\_\_\_\_\_ bank dated \_\_\_\_\_ against the above-mentioned nominations.

Regards,

\_\_\_\_\_  
(Full name & signature)

**Bank Details:**

Bank Name: Union Bank of India  
Branch: Adarsh Nagar  
Account Holder: Federation of Rajasthan Event Managers  
A/c: 153311100002476  
IFSC: UBIN0815331

**For more information:**

Hitendra Sharma: 9829075422  
BhuvneshAgrawal: 9828160627

## FOREM AWARDS 2022- RELEASE LETTER

<b>Category Name:</b>	<b>Category Code</b>
<b>Wedding Title:</b>	
<b>Agency Name:</b>	
<b>Client Name:</b>	
<b>Event Start Date (dd/mm/yyyy):</b>	
<b>Event End Date (dd/mm/yyyy):</b>	

I agree that this Event is of my design and / or executed by me / my organization as an original work. The information above is true and correct to the best of my knowledge. I agree to the terms and conditions of participation.	Sign and Stamp:
---	-----------------

<b>Mr. / Ms.:</b>
<b>Designation:</b>
<b>Mobile No.:</b>
<b>E-mail:</b>

<b>PPT (mandatory)</b>
<b>Self-authorization / release letter (mandatory)</b>
<b>AV (optional)</b>

We have no objection to the above Wedding being submitted for nomination in the said category	Sign and Stamp:
---	-----------------

<b>Client Name:</b>
<b>Relation:</b>
<b>Mobile No.:</b>
<b>E-mail:</b>

# FOREM Awards - 2022 Process Document

---

## Guidelines for Submitting Award Entries

### A) Important Rules for Participation

- Events produced (by the Rajasthan event planners) in the year from 11<sup>th</sup> September 2021 to 30<sup>th</sup> September 2022 are eligible to apply.
- Events than Registered Delegates are eligible to participate. Anybody interested in participating can get themselves enrolled and take part in the awards.
- The participation fee for each entry is Rs.3000/-
- Only 2 entries from one agency against an award category is permitted.
- Please try and provide all the possible information regarding the entries according to the criteria's given.
- **All questions in the entry form must be answered. Incomplete forms may not be considered.**
- The last date for uploading the entries and payments is 7<sup>th</sup> October 2022
- Each award entry must be submitted online through Email in the format of a ppt. The story board should include photographs/information about the event. Please see the details on the storyboard in the Storyboard guidelines section.
- Some award entries must be supported with 1 AV film presentations in MPEG/AVI format. Please see the details in the AV Guidelines section. The AV must not exceed 3 minutes and 100MB. The AV should be uploaded along with the Award entry and storyboard.
- **Please ensure that the name of the agency does not appear anywhere in the award entry and collaterals (PPT Storyboard, AV film presentation). This is most critical; any non-adherence to this will result in disqualification of the entry.**
- Please maintain a copy of the application with you for your records.

**\*If you have any questions, or require any clarifications, please contact –**

- **Hitendra Sharma: 9829075422**
- **Bhuvnesh Agrawal : 9828160627**

### B) PPT Guidelines

The PPT needs to be submitted in a soft copy through email.

The PPT should have the details as per the criteria and also please note important dos and don'ts as given below:

- Event Details
  - Background & Objective
  - Strategy
  - Creative Concept & Innovation
  - Execution Planning
  - Results
- The PPT should consider photo and story as per criteria.

- Please mention the category no. On the storyboard for which the entry is being submitted.
- Please mention the Name of the event Or event title on the Storyboard
- **Please use only “New Time Roman” font and please don't use less than 12 point size.**
- **Please ensure that the name of the agency does not appear anywhere on the storyboard**
- **Please ensure that the file size of the Storyboard should not be more than the 20mb.**

**C) A/V Requirements**

- We need one AV for each entry. The AV’s should be submitted through Email.
- **The size of the AV file to be uploaded along with the form should not exceed 100 MB and duration should not exceed 3 mins (please keep the duration as low as possible)**

**D) Checklist (Please tick mark in the box next to each deliverable)**

<b><u>Deliverable</u></b>	<b><u>Completed</u></b>
PPT	
A/V	
Declaration (included in entry form)	
Signature & Stamp	

**Payment**

- The entry fee for EACH Awards entry is INR 3000/-
- The entrant post registration of entries may choose to send individual DDs/Cheque/Cash or RTGS for each entry or bundled together for multiple entries.
- The DD has to be dispatched and received at the FOREM office,
- Demand Draft/Cheque should be in favor of Federation of Rajasthan Event Managers (FOREM) payable at Jaipur.

**Submission**

- All the collaterals need to be mailed at [foremawards2022@gmail.com](mailto:foremawards2022@gmail.com) in a zip file.
- You may also send in the entries to the address below:

**FOREM Office**

F – 1, G.S. Apartments,  
Hawa Sadak, Bais Godam,  
Jaipur - 302006

**Bank Details:**

Bank Name: Union Bank of India  
Branch: Adarsh Nagar, Jaipur  
Account Holder: Federation of Rajasthan Event Managers  
A/c: 153311100002476  
IFSC: UBIN0815331