



# The Awards Process

Spotcheck, the mystery shopping company, will carry out the independent measurement and adjudication of the awards on behalf of Swords Fingal Chamber. A number of key performance indicators have been created for each award and these will be measured using a combination of mystery shopping, visits, mystery telephone calls and judging panels of independent experts.

## Entering the Awards

### Step One: Return Application Form by Friday 23<sup>rd</sup> March 2007

Entrants for all awards must complete the application form by Friday, 23<sup>rd</sup> March and return it to: Fingal Business Awards, Swords Fingal Chamber, Chamber Buildings, North Street, Swords, Co. Dublin or by fax to 8900990.

### Step Two: Return Written Submissions (where required) by Wednesday, 4<sup>th</sup> April 2007

Written Submissions are required for the following awards:

Best Public Service Award	Environment Award	Best Business Growth Award
Best New Business Award		Best Small Business Award
Human Resources Development Award		Innovation in Marketing Award
Outstanding Business Park Development Award		Outstanding Residential Development Award
Outstanding Retail/Commercial Development Award		Excellence in Business Practice Award

Entrants for this award are required to provide a written submission outlining the answers to a number of questions and include any additional information you feel will assist the judges in assessing your application.

Templates for written submissions are available by email, fax or post from the chamber office (Tel: 8900977) and can be downloaded from the Chamber website: [www.swordschamber.ie](http://www.swordschamber.ie)

Written submissions should be completed and 3 copies returned to: Fingal Business Awards, Swords Fingal Chamber, Chamber Buildings, North Street, Swords, Co Dublin by 5.00pm on Wednesday, 4<sup>th</sup> April 2007.

*N.B. Please note that the judges are aware of the commercial sensitivity of information provided and all submitted material will be treated with the strictest of confidence.*

### Step Three: Mystery Visits during March/April

Spotcheck will carry out mystery visits during March & April to entrants in the following award categories:

Best Eating Establishment Award	Best Licenced Premises Award
Customer Service Award – Retail Independent Sector	Customer Service Award – Retail Multiple Sector
Customer Service Award - Tourism/Hospitality Sector	Customer Service Award – Services Sector

### Step Four: Assessment of entries

Panels of expert independent judges will assess the written submission entries. Results for all categories will be collated and all entrants notified. A shortlist of three entries for each award will be selected to go forward to the Gala Awards Evening.

### Step Five: Gala Awards Presentation Evening, Friday, 27<sup>th</sup> April 2007

The Gala Awards Presentation Evening will take place in the Crowne Plaza Dublin Airport Hotel in Santry Demesne on Friday, 27<sup>th</sup> April 2007. The evening starts with a drinks reception at 7:00 p.m. followed by Dinner at 8:00 p.m. The Host for the black-tie evening will be Marty Whelan.

Bookings for this prestigious black-tie evening are now been taken. Tickets are €120.00 + VAT per person. This year, tables of ten are also available for what is always a great night with Marty Whelan as host and dancing until late with the Dave Hardy Orchestra. So book now to ensure your place. Contact Freda at 8900977 for tickets.

## Application Form Please complete in BLOCK CAPITALS

Your Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

Fingal  
**Business Awards**  
**2007**  
Celebrating Business Excellence in Fingal

Please indicate the award(s) that you wish to enter. You may enter up to three categories but please use a separate application Form for each entry. This form may be copied if necessary.

#### Awards

- |                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Best Public Service Award                       | <input type="checkbox"/> | Environment Award                                   |
| <input type="checkbox"/> | Best Business Growth Award                      | <input type="checkbox"/> | Best New Business Award                             |
| <input type="checkbox"/> | Best Small Business Award                       | <input type="checkbox"/> | Human Resources Development Award                   |
| <input type="checkbox"/> | Innovation in Marketing Award                   | <input type="checkbox"/> | Best Eating Establishment Award                     |
| <input type="checkbox"/> | Best Licenced Premises Award                    | <input type="checkbox"/> | Customer Service Award – Retail Independent Sector  |
| <input type="checkbox"/> | Customer Service Award – Retail Multiple Sector | <input type="checkbox"/> | Customer Service Award - Tourism/Hospitality Sector |
| <input type="checkbox"/> | Customer Service Award – Services Sector        | <input type="checkbox"/> | Outstanding Business Park Development Award         |
| <input type="checkbox"/> | Outstanding Residential Development Award       | <input type="checkbox"/> | Outstanding Retail/Commercial Development Award     |
| <input type="checkbox"/> | Excellence in Business Practice Award           |                          |   |

#### Important Dates

Friday, 23<sup>rd</sup> March: All application Forms must be returned

Wednesday, 4<sup>th</sup> April: 3 Copies of written submissions (where required) must be returned

Friday, 27<sup>th</sup> April: Gala Awards Presentation Evening – Crowne Plaza Dublin Airport Hotel

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:



**Swords Fingal**  
**CHAMBER**  
IN BUSINESS FOR BUSINESS

**Swords Fingal Chamber,**  
Chamber Buildings, North Street, Swords, Co. Dublin  
or fax: 8900990