



## SUBMISSION GUIDANCE

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All entries should be emailed to [awards@homesforscotland.com](mailto:awards@homesforscotland.com) by **4.30pm** on the closing date of **Friday 2 February 2018** using the specially created zip folder template which is available to download [here](#).

Illustrated below, this zip folder includes the following created folders into which members should place all items as specified in the entry brochure / pro-forma entry form:

- Entry form:** Each entry must be submitted using the relevant pro-forma entry form (available to download [here](#)).
- Required items:** To include all files as specified in the entry brochure / pro-forma entry form.
- Optional items:** To include all files as specified in the entry brochure / pro-forma entry form.

Once members have downloaded the zip folder, they should rename it appropriately with their company name and category entered (multiple entries in any one category should be differentiated accordingly eg 1 / 2 / 3 and submitted separately).

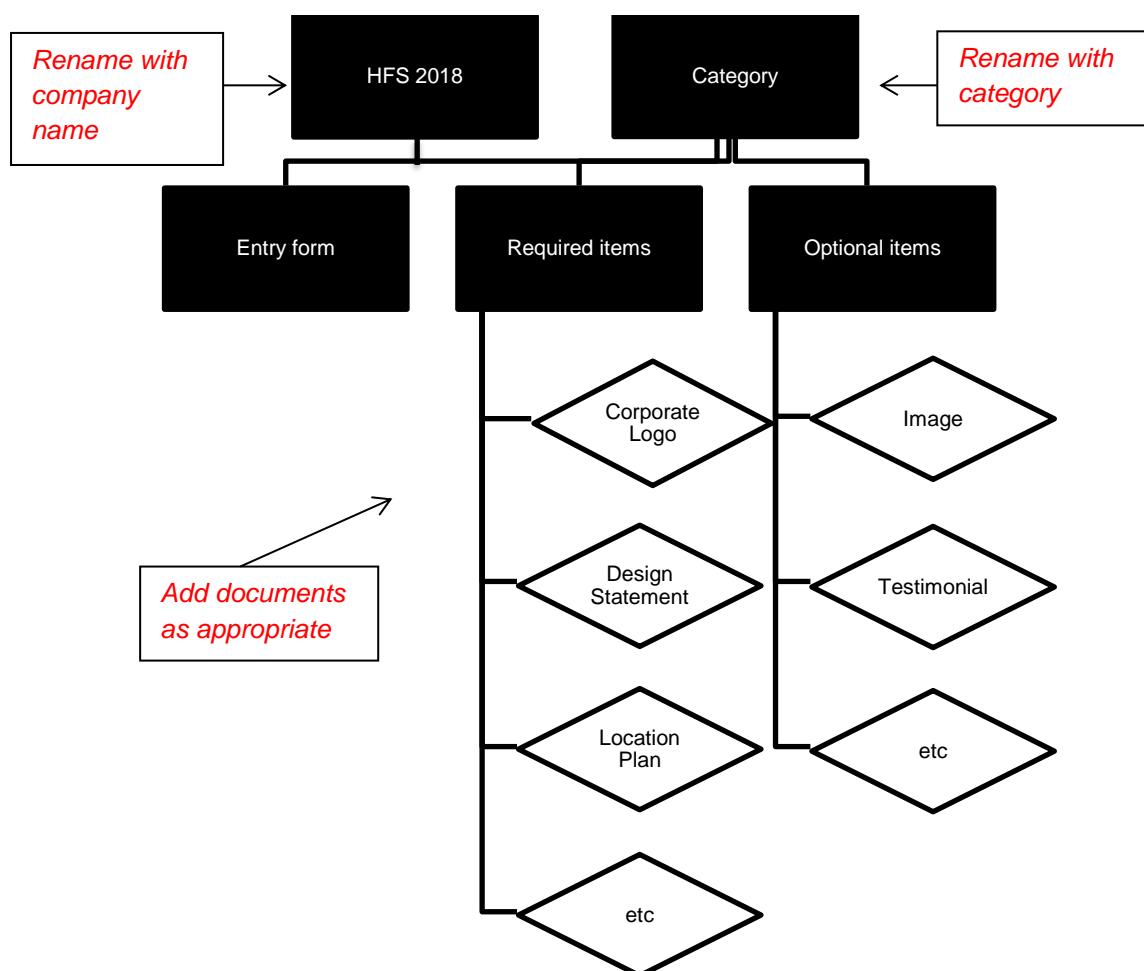
Members should then either:

- (a) email the completed zip folder to [awards@homesforscotland.com](mailto:awards@homesforscotland.com) (30MB size limit)

or

- (b) upload to Dropbox, Google Drive or WeTransfer and email the folder link to [awards@homesforscotland.com](mailto:awards@homesforscotland.com).

## Zip folder example illustration



### Note:

- Folder, file and image names should be **no more** than ten characters to prevent corruption of files on transfer
- All images should be supplied as Hi-Res 300 dpi jpg files (around 1600 x 1020 pixels).
- Entries taking the form of joint submissions with other companies should include the corporate logos of ALL partner organisations
- Any company wishing to submit hard copy entries instead of sending via email should ensure these are received by the Homes for Scotland office by 4.30pm on Friday 2 February 2018, with all individually specified elements contained on a CD.

Any member experiencing any problems with the above, should contact [Jennifer Kennedy](#) or [Kirsty Page](#) in the Membership & Communications team on 0131 455 8350.