Nomination Checklist

This checklist is designed to assist your preparation for an Australian Service Excellence Award nomination.

When you submit your online nomination via the awards portal you will need the following information and files:

Organisation / Task Category Nominations

☐ Nominator details (the person submitting the nomination)

☐ Organisation details (including address and ABN)

☐ Awards Category

☐ Key contact details (the person selected as CSIA's key contact)

☐ Nomination Questionnaire (file to upload)

☐ Organisation logo (file to upload)

Individual Category Nominations

☐ Nominator details (the person submitting the nomination)

☐ Nominee details (Name, Job Title, and Company)

☐ Awards Category

☐ Nomination Questionnaire (file to upload)

☐ Nominee's organisation logo (file to upload – if applicable)

Please contact CSIA on 1300 912 700 or awards@csia.com.au if you have any questions.