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 Category Nominations

☐ Nominator details (the person submitting the nomination)

☐ Organisation details (including address and ABN)

☐ Nominee details (Correct category and Team / Project name if applicable)

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

☐ Site visit details (address where CSIA would conduct a finalist site-visit if applicable)

☐ Nomination Questionnaire (file to upload)

☐ Organisation logo (file to upload)

Individual Category Nominations

☐ Nominator details (the person submitting the nomination)

☐ Nominee details (Name and Address)

☐ Nominee details (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.