

## 2019 Call for Entries



*Presented by the*  
**Public Relations Society of America**  
**Tampa Bay**

The PReStige Awards recognize outstanding public relations programs and tactics by Florida practitioners, students and organizations and is open to both PRSA members and non-members alike.



# CALL FOR ENTRIES

## ENTRY DEADLINES

**Early Deadline:** Friday, July 19, 2019

**PRSA Tampa Bay Member:** \$45 per entry

**Non-Member:** \$65 per entry

**Regular Deadline:** Friday, Aug. 2, 2019

**PRSA Tampa Bay Member:** \$55 per entry

**Non-Member:** \$75 per entry

**Late Deadline:** Friday, Aug. 16, 2019

**PRSA Tampa Bay Member:** \$75 per entry

**Non-Member:** \$95 per entry

*Note: All students enter for free! Must submit entries using ".edu" email addresses.*

Entrants must pay online and upload their campaign files via the chapter webpage at [PRSATampaBay.org](http://PRSATampaBay.org). All entry fees are non-refundable. Entries must be submitted in PDF format. No hard-copy submittals are accepted. There is no limit to the number of entries that can be submitted. Entries become the property of PRSA Tampa Bay. The decisions of the judges are final. Read entry guidelines for additional information. Questions may be directed to [awards@PRSATampaBay.org](mailto:awards@PRSATampaBay.org).

## PRESTIGE AWARDS ENTRY GUIDELINES

### **Programs and Products Categories**

- At least some part of the entry must have occurred in 2018. Completed programs that include clearly stated, **quantifiable objectives with results measured against them** have the strongest chances of winning.
- You must select one of two types of award entry. **Programs** are strategic public relations campaigns complete with research, planning, execution and evaluation. **Tactics** recognize excellence in individual items or components that contribute to the success of an overall program or campaign.
  - The summary for **programs** must not exceed two pages and must include each of the four criteria: research, planning, execution and evaluation. Results — qualitative, quantitative or both — should provide evidence of how the stated measurable objectives were met. Summaries should be typed using no smaller than a 10-point Times New Roman font and one-inch margins.
  - The summary for **tactics** must not exceed one page and must include measurable objectives, target audiences, budget and any other specific information requested in the individual category. Results — qualitative, quantitative or both — should provide evidence of how the stated measurable objectives were met, and how the entry impacted the success of a broader or ongoing program. Summaries should be typed using no smaller than a 10-point Times New Roman font and one-inch margins.
- You may submit your entry for more than one category. However, it must apply to the specific criteria stated within each category. Each entry must be submitted with a separate summary, entry form and entry fee. Judges will not move entries to better-suited categories.

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- The entry form must be the cover page and include the following:
  - Category entered (e.g., Program-Internal Communications)
  - Title of the entry
  - Submitter's contact information – name, phone number, email address, and company/organization
  - Entry information – name of the organization/client (up to three names can be included on the award)
  - 50-word description of the entry
  - Total fee submitted with the entry (indicate if PRSA member or not)
- All entrants must confirm that every element of their entries complies with the ethical standards of the profession, as embodied in the PRSA Code of Ethics. Should your entry have an aspect of "ethics performance" that incorporates instructive [PRSA Ethics](#) and is vital to your program, please include a short commentary.

## **SUBMITTING ENTRIES**

All entries should be submitted electronically in a PDF format with the entry information on the first page as the cover page. Follow the entry form should be the summary outlining the necessary criteria. Follow the summary with all supplemental materials referenced in your category. Insert a title page or a category title for each section to provide easy navigation for your entry.

Other than scanned collateral materials, the pages in your entry should be no larger than 8.5 by 11 inches and have a minimum of 10-point Times New Roman font and one-inch margins. Examples of supporting materials are research and evaluation reports, surveys, media releases, clippings, reach results, videos, photos and samples of tactical materials.

Supplemental materials may also be linked to live content on the web. It is highly recommended that you provide multiple file extensions for any video to ensure it may be viewed on various platforms. ***Do not send emails larger than 10 MB.*** If your content is too large, upload it to a separate server and provide a link to the content. If you encounter problems, email your entry to [awards@PRSATampaBay.org](mailto:awards@PRSATampaBay.org). Only applications paid in full will be considered complete.

## **PROGRAM AWARDS**

### **Showcase your public relations campaigns**

The program categories honor outstanding achievement in public relations programs. This can include a number of items listed in the tactic categories as well as other supplemental materials.

Supplemental materials are those materials relevant to the program, such as brochures, media kits, media clips, CDs or audio-visual files. Be selective when choosing your supplemental materials and include only those with the most important and relevant information. It is sufficient to include samples of completed work and collected data with brief explanations of the remaining materials.

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## PROGRAM JUDGING AND SCORING CRITERIA

The PRSA Tampa Bay chapter uses the following criteria:

- Research (25 percent) – The methods used to identify the problem or opportunity and the approaches used.
- Planning (25 percent) – The objectives and audiences, including any difficulties encountered, with special consideration given to strategy and originality of approach. This should include the effective use of a budget. It is important to include clearly stated, measurable objectives.
- Execution (25 percent) – Implementation and quality of materials, including writing, and the imaginative and effective use of available public relations tools and techniques.
- Evaluation (25 percent) – The entrant's evaluation of the program's success and results in achieving measurable objectives as identified in the Planning portion of the campaign. Consideration will be given for the quality of analysis, including efforts made to identify, analyze and quantify results, and any initiatives suggested or taken as a result of this appraisal.

## PROGRAM ENTRY CHECKLIST

- ☐ Cover page including the entry information outlined on Page 2
- ☐ Two-page summary that addresses all judging criteria and supporting materials
- ☐ Graphic representing your program (to be used in the slide show during awards ceremony)

## **Program Categories**

### **1. Business-to-Business (B-to-B) Initiatives, Products and Services**

Includes B-to-B programs designed to introduce new initiatives, products or services, or to promote existing products or services to customers and/or a business audience.

### **2. Community Relations**

Includes programs that aim to improve relations with, or seek to win the support or cooperation of, people or organizations in communities in which the sponsoring organization has an interest, need or opportunity. "Community" in this category refers to a specific geographic location or locations.

### **3. Consumer Initiatives, Products and Services**

Includes programs designed to introduce new products or services or to promote existing products or services to a consumer audience.

### **4. Crisis Communications**

Includes programs undertaken to deal with an unplanned event or issue that required an immediate response.

### **5. Integrated Communications**

Activities that employ creative and effective integration of public relations strategies and tactics with other promotional marketing communications such as advertising and interactive.

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## **6. Internal Communications**

Includes programs targeted specifically to special publics directly allied with an organization, such as employees, members, affiliated dealers and franchisees.

## **7. Multicultural and Diversity**

For any type of program, such as institutional, marketing and community relations, specifically targeted to a cultural or minority group.

## **8. Public Affairs/Government Relations**

Includes programs specifically designed to influence public policy or affect legislation, regulations, political activities or candidacies at any government levels so that the entity funding the program benefits.

## **9. Public Service**

Includes programs that advance public understanding of societal issues, problems or concerns.

## **10. Reputation Management**

Programs designed to enhance, promote or improve the reputation of an organization with its publics or key elements of its publics, either proactively or in response to an issue, event or market occurrence.

## **11. Social Media**

Social media are primarily internet and mobile-based tools for sharing and discussing information among people. You must use at least two different social media tools to be considered a campaign.

## **12. Special Events – One Day**

Includes programs or events scheduled for one day or less. Events may include commemorations, observances, openings, celebrations or other special activities.

## **13. Special Events – Two or More Days**

Includes programs or events that take place a minimum of two days. Events may include yearlong anniversary or activities (commemorations, observances, celebrations, etc.).

## **TACTIC AWARDS**

### **Showcase your public relations tactics**

The tactic categories honor outstanding achievement in individual areas or components that contribute to the success of an overall program or campaign. A public relations product typically refers to a single-item entry, although not exclusively, that is oriented to a single issue.

### **Tactic Judging and Scoring Criteria**

The following criteria apply to the Tactic Award categories. Media relations categories are not judged on technical excellence.

- Planning and Content (25 percent) – Judges will consider whether research was done and whether objectives and strategies were thoughtfully considered and clearly stated. They will also determine if the medium was a proper vehicle for attaining the stated objectives. Special consideration is given to strategy and originality of approach. Budget, timeline, and any applicable research should be included.



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- Creativity and Quality (25 percent) – Judges will consider whether the messages were directly tied to the objectives and if the content was substantive, understandable, consistent and appropriate for the target audience. Level of uniqueness and creativity also will be assessed.
- Technical Excellence (25 percent) – Judges will examine graphic or communication elements that set the entry apart and the quality of production, with consideration for the scope of the project and its budget.
- Evaluation/Results (25 percent) – Judges will consider whether efforts, quantitative or qualitative, were made to assess the degree to which the entry met its stated objectives.

## Tactic Entry Checklist

- ☐ Cover page including the entry information outlined on Page 2
- ☐ One-page summary that addresses all judging criteria and supporting materials
- ☐ Graphic representing your program (to be used in slide show during awards ceremony)

## Tactic Categories

### 1. Annual Reports

Publications that report on an organization's annual performance. Entrants should submit the one-page summary with a link to the digital annual report.

### 2. Blogs

Web-based journals, or blogs, that communicated either a corporate, public service or industry position. The one-page summary should include rationale for blogging strategy, target audiences and statistics, or other means of quantifiable measurement to support stated objectives. Screen downloads of the blog being entered, as well as the actual site URL, must be submitted as part of the entry.

### 3. Brochures

Pamphlets, booklets or other small publications designed to inform a target audience about an organization, product, service or issue. Entrants should submit one copy of the publication electronically, along with the one-page summary. For digital brochures, entrants should submit the one-page summary with a link to the digital brochure.

### 4. Magazines and Periodicals

Printed or digital documents designed to provide in-depth information about an organization or topic on a regular basis. Must exceed four pages. Entrants should submit two consecutive issues electronically along with the one-page summary.

### 5. Media Kits

News releases, photographs and other background information compiled for an organization, product or issue. Entrants should submit one copy of the media kit electronically along with the one-page summary.

### 6. Media Relations

Tactics, programs and events driven entirely by media relations. Entrants should submit media releases, advisories, pitch letters, requests for coverage, etc., along with the one-page summary that includes measurable objectives and results, such as evidence of the resulting media coverage. Entrants should also upload or provide YouTube or Vimeo links to any television or radio coverage.

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## **7. Newsletters**

Printed or digital document designed, written and published periodically to provide brief and timely information to target audiences while supporting an organization's overall objectives. Entrants should submit two consecutive issues electronically, along with a one-page summary. For digital newsletters, entrants should submit the one-page summary with links to each newsletter.

## **8. Social Media**

Use of social media, including Facebook, Twitter, LinkedIn, Google+, Pinterest, Instagram, etc., as part of a public relations program. The successful use of various platforms is preferred. Entrants should include screen grabs or copies of key pages to support their one-page summary.

## **9. Websites**

Use of a website as part of a public relations program. Entrants should include screen grabs or copies of key pages to support their one-page summary. Additionally, entrants should include the website URL for external sites.

## **10. Writing**

Feature articles, hard news, columns, or speeches written by practitioners, and submitted and published through their efforts. Submit text of writing, as well as documentation of publication, if applicable. The one-page summary should include target audience, measurable objectives and any documented results.

## **11. Videos – Long-Form Production**

Any purpose video longer than 60 seconds. Entrants should upload or provide YouTube or Vimeo links to the video(s). The one-page summary should include usage statistics or other means of quantified measurement to support objectives.

## **12. Videos – Short-Form Production**

Broadcast or web commercials and other videos up to 60 seconds used for broadcast, web or both. Entrants should upload or provide YouTube or Vimeo links to the video(s). The one-page summary should include usage statistics or other means of quantified measurement to support objectives.

### **About PRSA Tampa Bay and the Sunshine District**

PRSA's Tampa Bay chapter represents more than 230 public relations professionals from around west-central Florida. The Tampa Bay chapter is a part of the Sunshine District, which includes seven chapters throughout Florida.

The Sunshine District is one of 10 PRSA districts nationwide and provides educational resources, scholarships and professional development opportunities for the industry's leading professionals. Its members represent many facets of public relations, including media relations, employee communications, government relations, customer communications, social and digital media, community relations, and financial communications.