



SHEFFIELD DESIGN AWARDS 2018

<http://www.sheffielddesignawards.org/>

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— **Sheffield
Civic
Trust**

SSA
Sheffield Society of Architects



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<http://www.sheffielddesignawards.org/>

Introduction

The Sheffield Design Awards (SDAs) are a biennial event to be held next in October 2018. The Sheffield Design Awards are a joint scheme of the Sheffield Civic Trust and the Sheffield Society of Architects and were established for the benefit of the public and City of Sheffield and its region, with the following objectives:

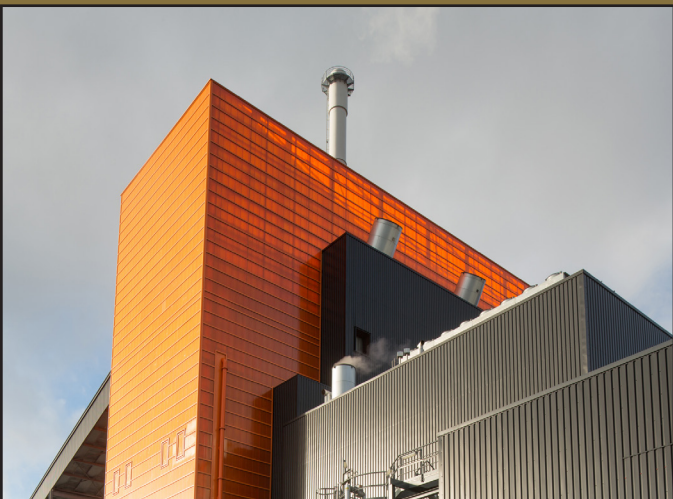
1. To promote high standards of buildings, open spaces and public art that have high design quality and make a substantial contribution to the local environment, principally through the promotion of an Awards scheme.
2. To educate and inform the local population in the qualities of good planning and architecture which respect the needs of the public, as well as the concerns of planners, developers and users of significant buildings and open spaces in the area of benefit.
3. To encourage by publications, presentations and making awards the preservation, protection, development and improvement of features of historic or public interest in the area of benefit

Awards are given to buildings, open spaces and public art that have high design quality and make a substantial contribution to the local environment. The Awards are made after a shortlist of nominated schemes are visited by a panel of invited judges and the Awards decided. The Award categories and winners in 2016 were:

- Outstanding Project of the Year Award [Overall prize winner] Grey to Green
- Conservation Award - 81 Slinn St. Walkley
- Small Project Award - Foodhall
- Contribution to Open Spaces Award – Grey to Green
- Best Building Award – Blackburn Meadows
- Housing / Residential Award – 81 Slinn St., Walkley
- People’s Choice Award - Foodhall
- Keith Hayman Award for cycling or public art – Women of Steel

TIMETABLE - 2018

Early May	Call for entries
10th May	Launch Event at Sheffield Town Hall, reserve your ticket at: https://www.eventbrite.co.uk/e/sheffield-design-awards-launch-tickets-45341183701
27th June	Deadline for entries and payment of entry fee
Early July	SDA steering group to longlist entries
Mid July	Judges to shortlist entries
Late August	Contact shortlisted projects / inform projects not shortlisted
August / September	Shortlisted entrants to submit 2 x A1 boards for judging / presentation
August / September	Visits to projects to be aligned with judges availability
August / September	Judges to meet to award prizes against criteria
October	Awards Ceremony





Judging Criteria

1. JUDGING CRITERIA

- 1.1 Every judge is asked to consider each of the points in 1.6 in relation to every scheme. Before any visits are made every judge will read and digest the criteria. They must assess the project against these criteria, looking in detail at all its aspects, interior and exterior, consider the documentary evidence in the application forms and in the case of the visits, listen to the story that both architect/designer and client have to tell and interrogate them about the process and its results.
- 1.2 The judges are looking for projects in the built environment that fulfil as many of the criteria featured as possible; they will use their local knowledge and professional expertise to evaluate the relevance of the criteria to individual schemes and judge accordingly.
- 1.3 The key criterion for any award given is that the project should demonstrate design excellence, that it should be fit for purpose and that it should be sustainable.
- 1.4 Sheffield Design Awards juries should assess design excellence irrespective of style, size or complexity of project. They should take into account constraints of budget, brief and timetable and be sensitive to the economic and social contexts of each project.
- 1.5 Juries should understand that almost all projects, even great works of architecture/design, have some flaws. There will be times, for example, when a flaw in the conception or the execution may be thought serious enough for the jury to reject an entry. Equally the jury may set aside some reservations because of the overall strength of the design and the single-mindedness that has been brought to its execution.
- 1.6 Juries are asked to judge the quality of the design of the scheme particularly in respect of (in no particular order):
- Capacity to stimulate, engage and delight its community, occupants, visitors and passers-by
 - Complexity of brief / degree of difficulty - its architectural/design ambition and ideas
 - Design vision - is this reflected in all aspects of the design?
 - Extent of innovation, invention and originality
 - Fitness for purpose, especially in response to the client's brief as reflected in the level of client satisfaction
 - Has it made a significant contribution to its immediate environment?
 - Response to the issues of accessibility and other social factors
 - Selection of materials and the way in which they are detailed.
 - Size/space – but not in terms of square metres, the spatial experience it offers
 - Suitability of its structural and servicing systems
 - Sustainability – environmental and economic
 - Constraints – timescales, budget and type of contract
 - An award-winning project should be capable of enduring as a fine work of architecture/design throughout its working life.

2. CATEGORIES

Residential; Conservation; Small (up to £150k); Medium (£150k to £1M); Large (over £1M); Keith Hayman (for public art); Open Space; Lifetime Achievement Award for a Building in Use; Public Choice; Overall Winner

Housing / Residential

Given to the project which best demonstrates excellence in the design of either an individual home or housing development and should consider place, space, sustainability and affordability as well as aesthetic merits.

Conservation Award

Given to the project that best respects and enhances the original building/setting and should demonstrate some/all of the following characteristics - adaptive re-use of historic buildings, refurbishment and regeneration. Projects may also demonstrate an understanding of and give reference to the vernacular traditions and materials of their locality.



Judging Criteria

Small Project Award

Given to a project with a budget less than £150k; the winning project should demonstrate creativity and architectural merit within the limits of its budget.

Medium Project Award

Given to a project with a budget between £150k and £1m, the winning project should demonstrate creativity and architectural merit within the limits of its budget.

Large Project Award

Given to a project with a budget over £1m, the winning project should demonstrate architectural excellence while contributing positively to its economic, social, environmental and cultural context and makes a significant contribution to the practice of architecture in its local context.

Keith Hayman Award (for public art)

The Keith Hayman Award is given for the outstanding contribution to public art in Sheffield.

Contribution to Open Spaces Award

Given to a project that demonstrates an outstanding contribution to the City's public spaces, this may include graffiti art, pub/shop frontages, hard landscaping schemes, flower beds, etc.

Lifetime Achievement Award for a Building in Use

Open to projects from outside the usual completion date requirements, this award is granted to recognise importance to the city, longevity and success in use. Nominations are made by members of the public, building owners/occupiers, etc.

Public Choice

The People's Choice Award is selected from all entries to the SDAs via an online vote that is open to everyone.

Outstanding Project of the Year Award

Overall prize winner selected from winners of all of the other categories

3. JUDGING PANEL

Richard King	Sheffield Civic Trust
Lucy Plumridge	Sheffield Society of Architects / HLM Architects / RIBAY Education Group
Anya Sutton	Thread Architects (Local Architect)
Kate Dore	Director, Yorkshire Artspace (Lay Assessor)
Danni Kerr	Superhistory / RIBA Role Model / University MA teacher (Non-Local Architect)
Andrew Jackson	SDA Committee member and 2016 SDA Judge to help facilitate judging process



How to Enter

The Sheffield Design Awards invites entrants from professionals in the fields of Architecture, Landscape Architecture and Design, and their clients.

To enter the Awards the entrant must:

- ensure that the project was completed (i.e. first occupied) between 1st June 2015 and 1st June 2018.
- have the client's permission to submit the building
- have the approval of all other practices/architects/designers in the instance that the project was collaborative. You must all be in agreement on the entry and how the design team should be credited.
- All content should be sent via 'WeTransfer' (or other agreed file share format) to:
sheffielddesignawards@gmail.com or posted on a memory stick, with covering letter to include contact information for entrant, to:
Sheffield Design Awards c/o Sheffield Civic Trust
The Circle, 33 Rockingham Street
Sheffield, S1 4FW
- Make available the property/site for visit by the judging panel, where the designer and/or client should be present to discuss the scheme.
- All entry materials and fees must be received in full by 27th June 2018.
- Entry fees are non-refundable.

All of the following information will need to be provided in order to complete your awards submission:

- **Completed entry form**
- **Project description**
A maximum 300 words describing the project setting out the client's brief, planning constraints, materials and method of construction, summary of timetable, programme and budget constraints, and where applicable, a short statement on how the building contributes to its society and meets the principles of inclusive design. This project description will be used in jury meetings and to influence editorial coverage, so please ensure this fully covers your entry.
- **Images**
Entrants are required to submit up to 10 jpeg images with a minimum width and/or height of 1000 px. Max file size is 10MB per file.
Project images should be a mixture of external and internal shots of the project. Each image must be uploaded as single image files, not composite boards. An exception to this rule would be to place the before and after images of a refurb project side by side and upload as one file. These images are used for judging purposes and should convey the way in which the project relates to its context. We advise both wide shots and close-ups and, if possible, show the building in use. Do not put company logos or text on any images. Please provide photographer name and contact for each image uploaded.
Please note that the above is intended to act as a guide and there is no requirement for all photographs to have been taken by a professional.
The submission of short videos is also strongly encouraged.
- **Drawings.** Entrants must also submit:
 - up to 6 drawing files as flattened PDF or JPEG format and not exceed 2MB per file.
 - where appropriate, a location plan (showing project in context, eg 1:1250), site plan, ground floor plan (showing main access), typical floor plan, and two sections/elevationsPlease bear in mind the jury will be reading the drawings on A4 paper and on screen so landscape orientation is preferred if possible.
- **Other**
Other materials (e.g. moodboards, photos of models) may also be considered. Please contact us to agree this prior to submission.
As a further request the Committee are inviting all entrants to nominate a project for the Lifetime Achievement for a Building in Use Award.

Entry Form



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Please tick a box below if you would like your entry to be considered in one of these categories. The Sheffield Design Awards committee reserve the right to consider entries under any of these categories if deemed appropriate by the judges.

- Small Project Award** (up to £150k value)
- Medium Project Award** (£150k - £1m value)
- Large Project Award** (£1m+ value)
- Keith Hayman Award (for public art)**
- Contribution to Open Spaces Award**
- Residential / Housing**
- Conservation**

Name of Project	
Project Address	
Contract Value	
Date of Completion	
Project Architect / Landscape Architect / Designer	
Practice Name & Address	
Telephone	
E-Mail	
Key Contractor Name	
Address	
Telephone	
Email	
Client / Building Owner	
Address (if different from project address)	
Telephone	
Email	
Contact for jury visits (if different from client)	
Telephone	
Email	

Entry Form



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Entry fees

Based on contract value (please tick one box)

- Up to £150k £55
- £150k - £1m £110
- Over £1m £165

Please make cheques payable and BACS payments to the Sheffield Society of Architects.
Lloyds bank Sort Code 309751 and account number 45448060.
Please send BACS remittance advice to sheffielddesignawards@gmail.com

Lifetime Achievement for a Building in Use Award

Open to projects from outside the usual completion date requirements, this award is granted to recognise importance to the city, longevity and success in use. Nominations are made by members of the public, building owners/occupiers, etc.

All entrants are asked to nominate a project for this award. Please provide your nomination and a short explanation of why you think this project should win below:

Nominated Project:

I/we wish to nominate this project because....

Promotion

Submission of an entry will be taken to imply permission to publish all material, jury reports and use of photographs. The entry form includes a statement that the photographer has given their permission for the photographs to be submitted and that no fees are payable.

Please ensure that copyright details are included so that credit can be given in publicity.

Photographer/s to credit:

- I confirm the photographer's permission has been obtained and that there are no restrictions or fees payable. I also confirm that permission for nomination has been received from the client / building owner.

Entry Form



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Entry materials

I enclose / have completed (please tick):

- Project description
- Short statement stating why project should be shortlisted
- List of consultants to be credited
- Link of images via filesharing (i.e. - WeTransfer)
- List of accompanying documents and images
- Entry fee (cheque or notice of BACS payment)
- Details of photographer(s) for copyright credit
- Nomination for Lifetime Achievement for a Building in Use

Signature of person entering scheme:

Print full name:

Address:

Telephone:

Email address:



Sponsorship Packages

The Sheffield Design Awards are run by a volunteer group on behalf of the Sheffield Civic Trust and Sheffield Society of Architects. The committee are keen to attract local and national sponsorship in support of the awards and offer several packages to potential sponsors; although we are willing to discuss alternative sponsor offers.

- Headline Sponsor
- Awards Sponsors
- Drinks Reception Sponsor
- Cake Sponsor
- Benefit-in-kind Sponsor
- Venue Sponsor

In order to avoid any potential conflict of interest, Headline and Award Sponsors will not be allowed to enter the Awards. Please contact us if you wish for further clarification regarding conflict of interest.

If you are interested in supporting the Awards then please complete the appropriate forms on the following pages or contact us for further information.

Sponsorship Packages



SHEFFIELD
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Headline Sponsor Package (1 available) - £2000

Sponsorship benefits in 2018 would include:

- Company name and logo on SDA website – www.sheffielddesignawards.org.uk
- Attendance at SDA Launch Event
- Company logo on awards ceremony literature including entry forms and certificates
- Company logo on invitations to awards ceremony
- Company logo included in visual presentation and order of ceremony booklet at the ceremony.
- Opportunity for further endorsement on the evening by mutual agreement – display stands, literature etc
- Sponsors mentioned in press releases relating to awards launch, *People's Choice Award* website and voting, shortlist announcement and winners announcement
- The sponsors will be thanked during the speeches at the event.
- Sponsor recognition in social media campaign for the awards
- Sponsor recognition in RIBA Yorkshire email bulletin to all regional contacts
- Sponsor recognition in SCT email bulletin and SSA Newsletter distributed to a wide range of contacts within the city and beyond
- Opportunity to attend awards ceremony and network with 4 guests
- Representation through social media before, during and after the event.
- Opportunity for company representative to present the award for Outstanding Project (overall winner) at the ceremony

Please complete the form below and return to sheffielddesignawards@gmail.com no later than 30/09/2018. This will enable us to produce an invoice, for payment within 28 days of receipt. Please also attach to the email your company logo, which must be clearly read (no pixilation) when scaled to A5 size.

Sponsor company name _____

Company contact name _____

Invoice details - Contact / Department Name _____

Company Name _____

Company Address _____

I have also attached the company logo to this email, sized as detailed above

The SDA steering group reserve the right to alter the details contained herein at any time. In the event that any changes are made, you will be contacted at the earliest opportunity with the revised terms and conditions.

Sponsorship Packages



**SHEFFIELD
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Award Sponsor Package (9 available) - £1,000

Sponsorship benefits in 2018 would include:

- Company name and logo on SDA website – www.sheffielddesignawards.org.uk
- Company logo on awards ceremony literature including entry forms and certificates
- Company logo on invitations to awards ceremony
- Company logo included in visual presentation and order of ceremony booklet at the event.
- Opportunity for further endorsement on the evening by mutual agreement – display stands, literature etc
- The sponsors will be thanked during the speeches at the event.
- Opportunity to attend awards ceremony (max 3 attendees per package) and network with guests.
- Representation through social media before, during and after the event.
- Opportunity for company representative to present an award at the ceremony

Please complete the form below and return to sheffielddesignawards@gmail.com no later than 30/09/2018. This will enable us to produce an invoice, for payment within 28 days of receipt. Please also attach to the email your company logo, which must be clearly read (no pixilation) when scaled to A5 size.

Sponsor company name _____

Company contact name _____

Invoice details - Contact / Department Name _____

Company Name _____

Company Address _____

I have also attached the company logo to this email, sized as detailed above

Preference for Award you would like to sponsor. Please show 1st / 2nd / 3rd choice by marking 1 / 2 / 3 in the boxes below. Please note that the Lifetime Achievement Award for a Building in Use will be jointly presented with SDA Patron, the Master Cutler.

Small Medium Large Public Choice

Open Space Residential Conservation

Lifetime Achievement Award for a Building in Use Keith Hayman Award for Public Art

Please note that sponsorship for any particular award is provisionally agreed on a first-come-first-served basis. SDA committee are unable to guarantee that it will be feasible to link you with any of your top 3 choices, although we will endeavour to do so.

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Sponsorship Packages



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Cake Sponsor Package - £400

Sponsorship benefits in 2018 would include:

- Company name and logo on SDA website – www.sheffielddesignawards.org.uk
- Company logo on cake stand at awards ceremony
- Company logo included in visual presentation and order of ceremony booklet at the event.
- Opportunity for further endorsement on the evening by mutual agreement – display stands, literature etc
- The sponsors will be thanked during the speeches at the event.
- Opportunity to attend awards ceremony (max 2 attendees) and network with guests.

Please complete the form below and return to sheffielddesignawards@gmail.com no later than 30/09/2018. This will enable us to produce an invoice, for payment within 28 days of receipt. Please also attach to the email your company logo, which must be clearly read (no pixilation) when scaled to A5 size.

Sponsor company name _____

Company contact name _____

Invoice details - Contact / Department Name _____

Company Name _____

Company Address _____

I have also attached the company logo to this email, sized as detailed above

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Sponsorship Packages



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Welcome Drinks Sponsor Package - £ Graded

The Welcome Drinks Sponsor Package is an opportunity for local architecture and design practices to collectively support the awards. Rather than a single sponsor, the SDA committee welcome practices of all sizes to make a contribution towards hosting the awards ceremony. The committee recognise that practices of differing sizes may have varying funds available and as such sponsorship packages are welcomed from practices of all sizes with contributions on a sliding scale dependant on size of practice.

The committee are very happy to discuss on an individual basis and welcome enquiries to sheffielddesignawards@gmail.com to discuss your requirements.

Sponsorship benefits in 2018 would include:

- Company name and logo on SDA website – www.sheffielddesignawards.org.uk
- Sponsor of Launch Party drinks and Awards Ceremony, maximising exposure
- Company logo on awards ceremony literature including entry forms and certificates
- Company logo on invitations to awards ceremony
- Company logo included in visual presentation and order of ceremony booklet at the event.
- Opportunity for further endorsement on the evening by mutual agreement – display stands, literature etc
- The sponsors will be thanked during the speeches at the event.
- Opportunity to attend awards ceremony (max 2 attendees) and network with guests.

Please complete the form below and return to sheffielddesignawards@gmail.com no later than 30/09/2018. This will enable us to produce an invoice, for payment within 28 days of receipt. Please also attach to the email your company logo, which must be clearly read (no pixilation) when scaled to A5 size.

Sponsor company name _____

Company contact name _____

Invoice details - Contact / Department Name _____

Company Name _____

Company Address _____

I have also attached the company logo to this email, sized as detailed above

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Sponsorship Packages



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Benefit Sponsor Package

This sponsorship package is designed for companies who are able to offer their own services for the benefit of the Design Awards. A list of required services is below. This list is not exhaustive and we would be very interested to hear how we can be mutually beneficial:

- Travel for judges
- Hotel accommodation for judges
- Venue and refreshments for judging panel meetings
- Small scale literature printing – order of ceremony leaflets, name badges, etc
- Large scale printing – staging graphics, entrants display boards
- Ceremony venue
- Staging/AV equipment
- Public relations
- Events organisation/Admin

Sponsorship benefits in 2018 would include:

- Company name and logo on SDA website – www.sheffielddesignawards.org.uk
- Company logo included in visual presentation and order of ceremony booklet at the ceremony.
- Opportunity for further endorsement on the evening by mutual agreement – display stands, literature etc
- The sponsors will be thanked during the speeches at the event.
- Opportunity to attend awards ceremony and network (number of guests to be agreed).
- Others by negotiation

Please complete the form below and return to sheffielddesignawards@gmail.com no later than 01/05/2018, if you would like to be involved in the Launch Event. This will enable us to produce an invoice, for payment within 28 days of receipt. Please also attach to the email your company logo, which must be clearly read (no pixilation) when scaled to A5 size.

Sponsor company name _____

Company contact name _____

Invoice details - Contact / Department Name _____

Company Name _____

Company Address _____

I have also attached the company logo to this email, sized as detailed above

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Sponsorship Packages



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Venue Sponsor Package - £1000

Sponsorship benefits in 2018 would include:

- Company name and logo on SDA website – www.sheffielddesignawards.org.uk
- Company logo on awards ceremony literature including entry forms and certificates
- Company logo on invitations to awards ceremony
- Company logo included in visual presentation and order of ceremony booklet at the ceremony.
- Opportunity for further endorsement on the evening by mutual agreement – display stands, literature etc
- Sponsors mentioned in press releases relating to awards launch, *People's Choice Award* website and voting, shortlist announcement and winners announcement
- The sponsors will be thanked during the speeches at the event.
- Sponsor recognition in social media campaign for the awards
- Sponsor recognition in RIBA Yorkshire email bulletin to all regional contacts
- Sponsor recognition in SCT email bulletin and SSA Newsletter distributed to a wide range of contacts within the city and beyond
- Opportunity to attend awards ceremony and network with 2 guests
- Representation through social media before, during and after the event.

Please complete the form below and return to sheffielddesignawards@gmail.com no later than 30/09/2018. This will enable us to produce an invoice, for payment within 28 days of receipt. Please also attach to the email your company logo, which must be clearly read (no pixilation) when scaled to A5 size.

Sponsor company name _____

Company contact name _____

Invoice details - Contact / Department Name _____

Company Name _____

Company Address _____

I have also attached the company logo to this email, sized as detailed above

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FAQs

Note - FAQs correct as of publishing (June 2018), details subject to change. Please contact us with any queries.

Q: Who runs the Sheffield Design Awards?

A: The awards are run in partnership by Sheffield Civic Trust (SCT) and the local branch of the RIBA – the Sheffield Society of Architects (SSA). The SDA steering group are in the process of forming a registered charity -details of which will be issued in due course. Your contact will be one of the SDA steering group who will be assigned to you if you decide to commit to sponsorship. In the meantime please use the sender of this document as your contact.

Q: What is the Sheffield Design Awards?

A: The awards seek to reward good quality design and construction in both city and rural landscapes of Sheffield and its region. This includes large and small scale projects from all sectors, which often includes residential, commercial, education, healthcare, listed & conservation properties and landscaping. SDA 2018 will begin with a launch in May of that year, where the Master/ Mistress Cutler will call for entries from across the region. Past entries have been submitted by designers, contractors, owners or occupiers for consideration by the judging panel. The awards culminate in a ceremony towards the end of October.

Q: What are the awards given?

A: There are a total of 10 awards to be given at the 2018 event:

Small	Conservation
Medium	Lifetime Achievement for a Building in Use
Large	Public Choice
Open Space	Keith Hayman Award
Residential	Outstanding Project of the Year

Full descriptions of the entry criteria and examples of previous winners and judge's feedback are shown in this SDA Awards booklet.

Q: Will there be a launch event?

A: Yes. The 2018 Sheffield Design Awards will be launched at a limited numbers event on 10th May 2018 at Sheffield Town Hall between 17:30 and 19:00. This will be a chance for potential sponsors and other interested parties to attend and meet the committee and local construction industry professionals.

Q: Who is invited to the ceremony? Who can I expect to attend?

A: We have a database of over 3000 professionals and others involved in the built environment, advertise through both SSA and SCT websites, blogs and newsletters. We make use of social media such as Facebook, Twitter and professional network LinkedIn for advertisement and invitation prior to the event, as well as during and after the event for photos and results. In previous years we have attracted 100+ guests. Below are some of the organisations which attended:

ARUP	AXIS Architecture	BDP
Birkett Cole Lowe	Bond Bryan	CODA studios
Sheffield Newspapers	Hadfield Cawkwell Davidson	HLM
Jefferson Sheard	Master & Mistress Cutler	MHA Architects
Norton Mayfield	RIBA Yorkshire	RMA Partnership
Self Architects	Sheffield City Council	Sheffield Civic Trust
Sheffield Hallam University	Sheffield Society of Architects	Tatlow Stancer
The Lord Mayor of Sheffield	The University of Sheffield	Thread Architects
WMA Architects	NHBC	Silcock Leedham
Taylor Maxwell	Minerva Appointments	Deltalight



FAQs

Q: What is the format of the awards ceremony?

A: The evening will begin with welcome drinks and canapes and the opportunity for networking. The ceremony will commence at 6.30pm and last approximately 1 hour. There will be a range of seating but no formal dinner. As is tradition, we will have a professionally made cake which forms a centre-piece of our event. This is usually made in the form of a popular local landmark.

The format is typical of many awards ceremonies – It is based on a stage from which the compere will address the audience – personally thanking the sponsors. Citations are read for each category/entry. Awards are presented for each of the categories and winners are invited on to the stage to accept and be photographed. Afterwards the bar remains open and guest are invited to remain until 9pm for drinks and networking.

Q: What are the opportunities for sponsors prior to the ceremony?

A: Sponsor logos will be included on invitations to the awards ceremony as well as on the SDA website and social media which will be distributed across our contact mailing list and delegates.

Sponsors that sign-up early will also have opportunity to attend and receive publicity at the launch event on 10th May 2018, to be held at Sheffield Town Hall.

Q : What are the opportunities for sponsors on the evening of the ceremony?

A: Your attendance as a Sponsor is key to maximising your profile on the evening. You will be welcome to attend the evening with colleagues (depending on your package) and will have access to all delegates throughout the evening, exploiting your networking time.

Sponsor logos will be included on ceremony literature, including the event programme and the winners' certificates. Depending on the sponsor package, there are opportunities for trade-stand type advertisements / banners. As part of this you are welcome to collect business cards / hand out company literature or branded goods from your stand / wear company branded clothing or name badges. Awards are to be presented by sponsors and you may appear in photographs with the winners upon presentation of their prize. The social media team will be live tweeting updates from the event as the evening progresses, including photographs, using the hashtag #SDA2018.

Q : What are the opportunities for sponsors after the event?

A: Event photographers will share their photos with the SDA team. A selection of these can be released to sponsors upon request for your own use. The event will be covered by a local newspaper and results of the awards including photographs of the event will appear on SSA / SCT websites. RIBA Yorkshire also circulates SSA news to a wide audience

Q: What are the sponsorship packages available?

A: There are 6 sponsorship packages available, of which there are multiples of some types.

Headline Sponsor	Cake Sponsor	Drinks Reception Sponsor
Awards Sponsors	Benefit-in-Kind Sponsors	Venue Sponsor

Q: When is confirmation of sponsorship required?

A: Please return the completed sponsorship form before 30/09/2018. An invoice will then be raised, for which payment is due within 28 days of receipt.

If this date causes an issue with yearly allocated sponsorship / charity budgets, please contact the SDA steering group and we will endeavour to find a solution which suits your needs.

Q: Are sponsors invited to attend the event and is there a dress code?

A: Yes, you are welcome to attend. The number of invitations to be extended to sponsors is included in the details of each package on the previous pages. There is no dress code - business casual is usually worn as people attend straight from work.



**SHEFFIELD
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FAQs

Q: What is the deadline for entries?

A: All entry material and fees must be received in full by 27th June 2018. If in doubt, please contact us ahead of the deadline

Q: What is the area within which entries to 2018 SDAs should be located?

A: Entries within the Sheffield City Region and/or Sheffield Postcodes can be entered for consideration of a 2018 SDA