

2010

COMMERCIAL
MOVER
OF
THE
YEAR



ENTRY FORM & GUIDANCE NOTES

-ONE CATEGORY-

-ONE MOVE-

-ONE WINNER-

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WENDOVER



The Commercial Mover of the Year award is back for another nail biting year of excitement and anticipation.

The competition follows a similar format to 2009 but will include some subtle changes to incorporate the basic elements of the BS 8522 - Commercial Moving standard.

One category - Any commercial move carried out between January to December 2009. Entry is FREE of charge and open to all CMG members.

Please ensure that you read and understand the following guidance notes before completing your entry form. For further information, please email: commercial@bar.co.uk

GUIDANCE NOTES

FORMAT

The competition follows a similar format to 2009 but will include some subtle changes to incorporate the basic elements of the BS 8522 Commercial Moving standard.

The format is designed to reward best practices and partnerships between commercial movers and their clients, with each case study being judged on its own merits, therefore giving every CMG member an equal opportunity of winning this valued accolade.

JUDGING PANEL

The judging panel will be a member of the BAR Board of Directors, a representative from the FM industry and a representative from QSS Ltd. The overall auditing process and scoring will be independently validated.

CRITERIA

Your entry will be assessed on the following:

Budgets	Client participation
Schedules	Communication process
Overall quality	Project management
Innovation	Flexibility

CATEGORY

Any commercial move carried out between January – December 2009. The entry must be different from, and not associated with, any previously submitted CMOTY entry.

All moves must have taken place within the UK and the client can be from either the public or private sector. The size of the end user's organisation will not be a factor in the judging procedure.

TIMETABLE

29 th Jan 2010	Closing date for entries.
2 nd -3 rd Feb 2010	Judging Panel meet to review all entries and to select the finalists.
5 th Feb 2010	Three finalists notified.
15 th -26 th Feb 2010	Member and Client inspections take place.
2 nd March 2010	Final deliberations by the Judging Panel and winner decided.
15 th May 2010	Winner announced at the BAR Conference 2010.

FINALISTS

The judging panel will select up to a maximum of 3 finalists from the total number of entries.

Once the finalists have been selected the judging panel will contact the successful entrants to arrange a client site visit and a member inspection.

All 3 finalists will receive a FREE Two Day Delegate package to attend the BAR Annual Conference in Bristol on 14th & 15th May 2010.

CLIENT SITE VISIT

The judges will use the written 500 word submission as a starting point for their examination of the claims made and to determine the effectiveness of the move.

The site visit however, is an opportunity to demonstrate the facts and figures behind the entry as well as the enthusiasm and skill of the partners' respective staff and management.

This visit should take no longer than half an hour followed by time for the judges to question both sides of the partnership and a short tour if appropriate.

You must ensure that a representative from both the client and service provider is present and able to answer questions from the judges.

MEMBER INSPECTION

A mini audit of the BS 8522 Commercial Moving Standard will be carried out by a representative of QSS Ltd using the fundamental basics of the standard.

After all site visits have been completed the judges will decide on the Overall Winner.

PRIZES

The winner will receive a trophy plus a monetary value in services OR a donation to a charity of their choice.

- Certificates of Merit will be issued at the Judges discretion.
- There will also be various media coverage and promotional/marketing materials available for the winner and the finalists.
- The winner will be announced at the BAR Annual Conference in Bristol on Saturday 15th May 2010 Gala Night.

HOW TO ENTER

Please complete the attached Entry Form and submit a 500 word (max) document written strictly in 12pt Arial about the client move of your choice. Please ensure that the Entry Form is signed by the Entrant and the Client.

All entrants must be members of the BAR's Commercial Moving Group (CMG).

Entry is completely FREE of charge. All entries will be held securely at BAR Head Office and will remain unopened until the judging panel review meeting.

CLOSING DATE - 29th January 2010

All entries must be sent to:

FAO: Paul Swindon, CMOTY Entry 2010, BAR,
Tangent House, 62 Exchange Road Watford,
Hertfordshire, WD18 0TG

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COMPETITION ENTRY FORM

Please read all the Guidance Notes before completing this form. All entries must be for moves carried out between Jan - Dec 2009. The entry submission will consist of up to 500 words, detailing the relationship between the client, achievements and innovation brought to the move.

ENTRANT

Company Name:			
Name:			
Address:			
Tel No:		Email:	
Signature:			
Location of site to be Judged			

CLIENT

Company Name:			
Name:			
Address:			
Tel No:		Email:	
Signature:			
Location of site to be Judged			

Send this submission along with the completed Entry Form to - FAO: Paul Swindon, British Association of Removers, Tangent House, 62 Exchange Road, Watford, Herts, WD18 0TG marking the envelope "CMOTY Entry 2010".

CLOSING DATE FOR ENTRIES - 29TH JANUARY 2010