



Gatwick Diamond Business Awards 2024

Entrants Guide

1. Allocate time to review the list of Categories and decide which Award (or Awards) you are going to enter.
2. Choose your category(ies)
3. Download the Entry Form for the Category (or Categories) you are going to enter. <https://www.gatwickdiamondbusinessawards.com/>
4. Start to prepare the Entry. Gather your evidence and make sure you can support what you say.
5. Submit your entry to enter@gatwickdiamondbusinessawards.com by 11am on Friday November 17th 2023.
6. Our judges are asked to shortlist a minimum of 6 entrants in each category and arrange **Assessment Meetings** with each of them. In person meetings are encouraged but it may be necessary to carry these out online in some instances. Please allow at least one hour for your assessment meeting.
7. The Sponsor is the judge in each category. Feedback will be provided to every Entrant. We check for impartiality between judges and entrants so if there is any conflict of interest then a neutral third party will oversee the judging. This is essential to find the best of the best!
8. gdb will announce the 3 finalists in each category on February 9th 2024, and the winner will be announced on the night of the Awards.

Feedback - An important part of the Judging process is giving feedback to all entrants; All of our entrants deserve to understand ways in which they can improve and so our judges feedback will be provided to gdb, who will provide it to the entrants at the appropriate stage of the process.

Feedback will be given on:

- **What the entrant did well**
- **What the entrant failed to demonstrate**
- **How the entrant can improve**



Key Dates

October 4 th 2023	Diamond Alumni VIP lunch & GDBA 2024 Launch
November 17 th 2023	Closing Date for Entries
Dec 13 th 2023 - Feb 2 nd 2024	Judging Period/Assessment Meetings
February 9 th 2024	Finalists Announcement
March 21 st 2024	Gatwick Diamond Business Awards 2024
April TBC	Sponsors and Winners Celebration Breakfast (2024)

How to Win Awards Webinar

[Donna O'Toole of August](#) hosted an interactive webinar for us in 2022 to help potential applicants understand:

- The point of entering
- How to differentiate what you do
- What the judges are looking for
- What do Winners do?

You can watch the webinar [here](#).