



## STUDENT RADIO AWARDS 2006

# UPDATED ENTRY GUIDELINES - July 2006

This year's categories, conditions of entry, and entry presentation have been revised from last year so please read all entry information carefully.

### CONDITIONS OF ENTRY

Entries can **ONLY** be made by stations that are members of the Student Radio Association at the time of submission.

Any member station that needs to renew their membership and wants to enter the awards will need to do so by the last date of Submission (Friday 21<sup>st</sup> July 2006). An up-to-date list of those members who owe fees is held by the SRA Secretary & Finance Officer

An entry may **ONLY** be entered into one category. Where an entry appears eligible for more than one category, entrants should carefully select the category within which their work will be most effectively showcased. Individual clips may be used in multiple entries, provided the entries are significantly different.

Deviation from these guidelines, or missing information, may result in disqualification. The judges' decisions will be absolute and final.

All material will be judged as received. Please check your submission is clearly labelled and is operating correctly before sending it in.

A category will not be judged if insufficient entries are received. In such circumstances entry fees will be returned.

The Gold winner in each category will receive a Student Radio Awards Trophy.

A certificate is awarded to Gold, Silver and Bronze winners and to the nominees in each category.

Neither the Student Radio Awards Committee nor the Student Radio Association Executive Committee can undertake the return of submissions and do not guarantee to offer feedback on any of the entries received.

Clips from your entry may be used for promotional purposes.

The Student Radio Awards Committee, The Radio Academy, BBC Radio 1, awards sponsors nor the Student Radio Association accept responsibility for any entries lost or damaged in transit.

To reiterate, deviation from these guidelines, may result in disqualification.

### ENTRY PROCESS

**This year's entry form will be available for download from either the SRA Awards 2006 page or from a website associated with the Student Radio Association.**

Once you have downloaded your entry form and filled it out you will need to prepare your entry and send them to the Awards Committee or the SRA Executive.

Each entry must consist of three copies (both audio and written).

The Student Radio Awards Committee will retain one 'master' copy and the other two copies will be sent to judges.

You should present your copies in **three separate unsealed A4 sized envelopes**.

You **MUST** label each envelope in the top right hand corner with the following details:

PROGRAMME/ PRESENTER NAME  
CATEGORY  
UNIVERSITY/COLLEGE  
STATION

All three envelopes must be put into another envelope and sent together to the address below.

The appropriate Station Manager or Head of Media must sign your entry form and **only one copy** needs to be included with your entry.

Payment **MUST** accompany your entry.

If you require an invoice / receipt, please contact the Student Radio Association Secretary & Finance Officer who will arrange to send you one via email.  
Invoices must be paid within 14 days of receipt.

Cheques must only be made payable to '**Student Radio Association**'

Cost per entry is **£2.50**

**The closing date for entries is Friday 21 July 2006**

**Entries are to be delivered to the address put up on the SRA Forums at [www.studentradio.org.uk/forums](http://www.studentradio.org.uk/forums)**

## **ENTRY PRESENTATION**

### **AUDIO:**

Audio submissions must **ONLY** be supplied on CD.

The length of the audio section of entries varies from category to category so please check category definitions for details before entering.

In cases where a maximum duration is stated you will not enhance your chances by providing redundant material merely to achieve the full duration.

No alteration of transmitted material is permitted and items should not be internally edited.

The judges will consider your entry as heard by your listeners and will not welcome the insertion of other audio material, such as specially recorded voice links or introductions.

All material will be judged as received. Please check your submission is clearly labelled and is operating correctly before sending it in.

### **WRITTEN:**

Written submission and supporting material must be presented on **A4 sized paper**.

Written submission should include a summary to position your entry and give it a context explaining how it served your audience and met your objectives.

The length of written sections for each category varies so please check category definitions for details before entering.

Font size should not be any smaller than 10pt.

A running order outlining the sequence and content of your audio submission *is recommended*. This is particularly important when submitting an entry that consists of a compilation of extracts. This will **NOT** count towards your total word count.

Where appropriate, the submission of actual programme transmission running orders is also appreciated by the judges.