



## ENTRY GUIDELINES

Please read the following information carefully as some categories and conditions of entry have been updated since last year

### 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 Monday June 30th. An up-to-date list of those members who owe fees is held by Sarah Ghost, SRA Secretary & Finance Officer. Any station not a paid-up member by this date will not be eligible for entry.

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 may result in disqualification. The decision of the Student Radio Association Executive Committee will be absolute and final - no correspondence will be entered into.

All material will be judged as received. Please check your submission (both written and audio parts) is clearly labeled and is operating correctly before submitting.

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.

The Student Radio Association cannot 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 Association, The Radio Academy, and BBC Radio 1 accept no responsibility for any entries lost or damaged in transit. All entrants should get proof of posting from the Post Office when sending entries.

All entrants will receive acknowledgement by the end of July.

## ENTRY PROCESS

This year's entry form will be available for download from the SRA Awards 2008 web page - available at <http://www.studentradio.org.uk/awards>

Once you have downloaded your entry form and filled it out you will need to prepare your entry and send them to the address at the foot of this page.

Please note the additional requirement of online submission - details below.

We must receive three copies of every entry.

You should present your copies in three separate unsealed A4 sized envelopes which should each include a copy of the entry form, the written submission and the audio submission (where appropriate)

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.

Your Station Manager or their deputy must sign your entry forms and three copies need to be included.

Payment of £3.53 (£3 + VAT) is required for each entry you submit.

Cheques must only be made payable to 'Student Radio Association'. It is preferred that payment is made as a station i.e. one cheque paying for each entry submitted by that station. Cheques should detail on the reverse the category/categories being entered and by which station. If a cheque covers too many awards for this a separate sheet should be stapled to the cheque.

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

The closing date for entries is Wednesday 16th July at 11am

Entries are to be delivered to:

The Student Radio Awards  
The Radio Academy  
5 Market Place  
LONDON  
W1W 8AE

**There is now a requirement of online submission of both audio and written entries by the deadline of Wednesday 16th July at 11am.** Audio must be in mp3 format and documents should be submitted as word file or PDF. Online uploading and further details can be found at [www.studentradio.org.uk/awards](http://www.studentradio.org.uk/awards) from June 16th - entrants who have problems uploading their entries should contact Mark Farrington ([mark.farrington@studentradio.org.uk](mailto:mark.farrington@studentradio.org.uk)).

# ENTRY PRESENTATION

## AUDIO:

Audio submissions (excluding the additional online submission) must ONLY be supplied on CD.

The length of the audio section of entries varies 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 labeled and is operating correctly before sending it to us.

## WRITTEN:

Written submission and supporting material (excluding additional online submission) must be presented on A4 sized paper, stapled in the top left.

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 11pt.

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.

Please do not send additional material with your entries as it will not be judged. You are also advised that entries will be judged on content first and foremost and not presentation.