

SABEX BUSINESS OF THE YEAR

BACKGROUND INFORMATION

Application – Provide 3 complete copies including inserts.

Please submit completed application forms to **104-202 4th Ave N, Saskatoon, SK S7K 0K1**

Name of Company: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Facsimile: _____

Name of President: _____ Location of

Number of Employees: _____ Head Office: _____

In operation for ____ years in Saskatoon

Person to contact re this submission: _____

E-mail address of contact: _____

DETAILS OF ACTIVITIES

3 Main Products or Services Offered

Estimated % of Total Sales/Revenue

_____	_____ %
_____	_____ %
_____	_____ %

ESTIMATED GEOGRAPHICAL DISTRIBUTION OF SALES

Saskatchewan _____ %	U.S.A. _____ %
Other provinces _____ %	Other countries _____ %

VERIFICATION OF INFORMATION

Financial success is an important criterion in recognizing business excellence.

Finalists in various categories may be contacted by our independent advisors, Hergott Duval Stack & Partners, to provide certain financial data that would assist the jury in determining the financial stability of their business. All information is treated in a strictly confidential manner.

PLEASE ENCLOSE ANY RELEVANT DOCUMENTS (BROCHURES, FOLDERS, ANNUAL REPORTS, ETC) THAT THE COMPANY HAS PUBLISHED DESCRIBING ITS ACTIVITIES IN TRIPLICATE.

Please indicate if you require applications to be returned to you via courier following the event:

____ Yes, I will pick up my application** or Please return my applications by _____ (courier) at my cost.

Courier account # _____

____ No, please destroy my applications

*If the above portion is unmarked, applications will be destroyed on July 15th 2012.

**If applications are not picked up by July 15th 2012, they will be destroyed

Authorized signature _____ / _____

Submitted by

Date

(All third party nominations must be approved by an authorized representative of the sponsored company)

All applications must be submitted in full triplicate.

Submission Deadline: 5:00 pm – Wednesday, March 14th, 2012

SABEX BUSINESS OF THE YEAR

Application – Provide 3 complete copies including inserts.

A business which has demonstrated excellence in the areas they consider key to their success. The winning business will have stated their critical success factors and clearly demonstrated how they have achieved meeting their goals in these factors. Size of the business is not a criterion. **The business must have their head office in the Saskatoon region, and have been in business for at least 3 years.**

The business should relate their strengths and successes in the areas of growth, stability, human resources, community involvement, customer service, marketing and promotional achievements, improvements in quality of products or services or increased productivity.

NAME OF COMPANY: _____

1. Provide a brief description of your business.
2. What are the critical success factors for your business?
3. What evidence is there of your firm's commitment to excellence in your corporate objectives?
4. What type of products and services do you provide?
5. Describe your target market(s) and their needs? What innovative methods do you use to promote to them?
6. Who are your primary competitors and how have you positioned yourself for success? Demonstrate how you are able to adjust to a changing environment.
7. What is distinctive about the quality and type of customer services offered by the business? Demonstrate the level of customer loyalty this has created.
8. Demonstrate your level of community involvement as a firm.
9. Has the company expanded since its beginning (include exporting initiatives, expansions, amalgamations, etc.)? What growth strategies are being planned for the future? If you have pursued a growth strategy please explain why.
10. Has the business participated in mentoring programs of any kind? How does it share its expertise with other businesses, entrepreneurs, etc.?
11. Does the company have any programs in place to recognize the contributions of its staff? How does the firm demonstrate the importance of the employees to the firm? What type of employee development programs are in place?
12. Please note any extraordinary fact, strategy, or achievement that can be attributed to the business' success that merits your company being awarded the Business of the Year.
13. Detailed **financial statements are not required.** Please provide only the information in regards to your banking institution. A reference may be solicited.

SABEX BUSINESS OF THE YEAR

Name of Financial Institution:
Contact Person:
Address:
Telephone: Fax:
E-mail:
[Applicant's] Authorized Signature:

1. References:

1. Please provide an additional reference such as your accountant, a major supplier or a major customer who is familiar with your business.

Name:
Business:
Address:
Telephone: Fax:
E-mail:

2. Please provide an additional reference from a company you have been providing excellent customer service to over the past year.

Name:
Business:
Address:
Telephone: Fax:
E-mail:

3. Please provide an additional reference from a community organization you have been involved with over the past year.

Name:
Business:
Address:
Telephone: Fax:
E-mail:

You may include up to two letters of reference in addition to the above.

2. Please provide additional information to support your application such as letters of reference, articles or company reports, external performance reports, employee support, etc
3. Please describe your firm's future commitment to excellence and long term growth and stability.

.....
Date

.....
Signature of Applicant

(PLEASE USE A SEPARATE SHEET OF PAPER TO ANSWER)

SABEX BUSINESS OF THE YEAR

Vignette Copy

(One copy per award application)

Please provide a single copy, 500 word summation describing the business, professional goals, and history in the community. This will be used for the vignette by CTV in the event that the applicant is designated as a finalist for this Award.

Name of Company:

Contact: Position/Title:

Phone Number: E-mail:

In an effort to retain the very high quality of this program, CTV has donated the writing time and filming crews to produce the vignettes used at our Gala. These vignettes are 'commercial' like descriptions of your business complete with on-site film footage of your company. In order to provide the CTV film and production crews with all the necessary information we ask that you submit a description (completely separate from your application) about your business, what you do, and how you do it. This is your opportunity to tell our community all about your products and services - as they relate to the category(s) you have applied in.

Once the finalists are announced at the Finalist Reception, a filming date will be booked by CTV with your company. All the finalists in each category have the opportunity to work with CTV. They will then combine the written copy you have provided with the film footage taken at your business - this *vignette* will be used at the Gala Awards Banquet to describe each of the finalists in all of the categories.

Description of Business:

You may want to try to include answers to the following questions in your summation to help you get started in the writing process. These are aids only; feel free to describe your business with as much or as little detail as you are comfortable:

- How long has the company been established?
- What is the main industry of your company?
- What products and services do you provide?
- What is your mission/vision statement?
- What is your competitive advantage?

Maximum of 500 words. Provide one copy upon submission of applications to the Greater Saskatoon Chamber of Commerce. Copy will be forwarded to CTV for possible vignette use.

(PLEASE USE A SEPARATE SHEET OF PAPER TO ANSWER).

SABEX BUSINESS OF THE YEAR

Before you submit your application(s), please check the following:

- Have you answered all of the questions in each of the applications you are applying for to the best of your abilities and compared your answers to the judging criteria information?
- Do you have **3 complete copies** of each award category you are applying in? Including all back up materials?
- Is each application package a complete and separate package to be easily distributed to 3 different judges?
- Have you completed your vignette copy for each award category you are applying in? Have you included it in the appropriate packages?
- Are you aware of the important dates surrounding Celebrate Success! Awards and the announcements?
 - Applications are due no later than **Wednesday, March 14th, 2012**
 - Finalists in each category will be announced at a reception for the applicants, sponsors and the media on **April 17th** - more details will follow.
 - Recipients will be announced at the Celebrate Success! Gala on **May 23rd** – more details to follow.

If you have any questions please contact your assigned mentor or Breanne Lishchynsky at Saskatoon Chamber of Commerce at (306) 664-0700 or celebrate@saskatoonchamber.com