**2019 IABC Houston Bronze Quill Awards**

**Division 4 – Communications Skills Entry Form**

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| **Entrant:** | **Category:** |
| **Organization:** | **Time period of work:**  DIRECTIONS   * Provide required information for all six sections within the character limits for each section * Make sure to fully explain your work sample and show the evaluators how your work made a contribution to your organization (or client) * Tell the evaluators a great story * Convert this file to a PDF and submit it online as your work plan * Delete this text box |
| **Entry title:** | **Entrant’s role:** |
| **Your team members (if applicable):** | |

1. Describe the organization and project. (800 characters, including spaces)
2. Why was this project undertaken? (600 characters, including spaces)
3. Who was the audience(s) for this project? What do you know about the audience(s)? (600 characters, including spaces)
4. List up to three key measurable objectives for the project. How well did the project meet the objectives? (600 characters, including spaces)
5. List up to three key messages for the project. (600 characters, including spaces)
6. Describe the resources (budget, time, others) available for the project and how effectively they were managed. (600 characters, including spaces)