



This checklist is designed to assist your preparation for an Australian Service Excellence Award nomination. Please contact CSIA on 1300 912 700 or awards@csia.com.au if you have any questions.

Organisations

- Nominator details (the person submitting the nomination)
- Organisation details (including address and ABN)
- Nomination details (Correct category and Team / Project name if applicable)
- Key contact details (the person selected as CSIA's key contact)
- Site visit details (address where CSIA would conduct a finalist site-visit if applicable)
- Nomination Questionnaire (file to upload)
- Authorised representative details (person approving this organisation's nomination)
- Organisation logo (file to upload)
- Organisation social media handles (LinkedIn, Twitter and Instagram if applicable)

Individuals

- Nominator details (the person submitting the nomination)
- Nominee details (Name and Address)
- Nomination details (category)
- Nomination Questionnaire (file to upload)
- Referee details (2 x referees)
- Nominee's organisation logo (file to upload – if applicable)