

## SOFHT AWARDS

### The Process, Those Involved and Required Actions

The following sets out the process for the SOFHT food industry awards, with a description of each stage, and the required actions by those involved.

#### **Stage 1.**

All nominators or nominees should obtain a nomination form from either the SOFHT website [www.sofht.co.uk](http://www.sofht.co.uk) or from the office at The Granary, Middleton House Farm, Tamworth Road, Middleton, Staffs. A description of the criteria for each category of awards is also available on the SOFHT website at [www.sofht.co.uk](http://www.sofht.co.uk)

Nominators or nominees should review the criteria described for the relevant award category, and ensure that the nominee meets them. If the nominee meets the criteria, the relevant award nomination section should be completed ensuring complete details are provided for the nominator, the nominee, and the full reasons/reasoning for nomination. Where supporting documents or data will support the nomination, please ensure that copies are clear and readable and that these are supplied with the nomination form or emailed as pdf.

Please ensure you have the permission of the nominee where appropriate.

#### **Stage 2**

Send the completed nomination form via post, email or online to the Society's office at the address shown on the nomination form. Any incomplete or incorrectly filled in nomination forms will be returned to the nominator.

All nominations for all categories should be submitted by 25<sup>th</sup> August 2017.

#### **Stage 3**

All nominations that are received will be assessed by the Awards Committee during October. The committee will meet to deliberate on the merits of the nominations, and will meet as often as the Chairman considers is necessary to ensure every application has been fully and properly assessed.

The Awards Committee is appointed by the SOFHT Board of Directors.

Note: It is a condition of appointment that the individuals on the committee, or their company of employment, cannot be nominated for any award other than the SOFHT Award. This also applies to sponsors.

#### **Stage 4**

The committee will meet to further consider the merits of each short listed nomination, and decide who the winner of each category is. The award will be prepared for presentation at the Awards during the Annual Lunch.

All finalists of all categories will be able to state "SOFHT Finalist of the year 20.." for the nomination category, on any letterheads, emails or other documents, once approval has been gained from the Society.

The winners of all categories will be able to state "SOFHT Winner of the year 20.." for the nomination category, on any letterheads, emails or other documents, once approval has been gained from the Society.

#### **Stage 5**

A list of finalists and winners will be published on the SOFHT website.

#### **Supplementary Notes**

1. All queries concerning any nominations must be made initially to the SOFHT Operations Director, who will direct them to the Awards Committee Chairman.
2. No direct contact must be made by any nominator or nominee to any member of the Awards Committee, regarding any nomination.