**Company Details**

Name of Member Company            Contact Name:

Email Address:            Telephone Number:

Address

Project Name

Project Completion Date

Client Name

No. Directly Employed Staff

**Guidelines for Submission** (Up to 1000 Words)

All entries for SME of the Year should be accompanied by a minimum of 4 high resolution images, so that these can be displayed on the night of the Awards Dinner. Videos and drone footage are also encouraged to support your submission. Projects can be of any size and value but must have been completed by a CECA Y&H Member company with 99 directly employed staff or less. The submission can be project based (of any size) or an overview of the business. Any specific projects must have been completed during 2024 within the Yorkshire & Humber Region. Contractors who are on framework contracts with on-going projects may also submit an entry. Please include information on the following areas:

* Description and size of the Company (must be <100 employees)
* Description of the scheme / project (if applicable)
* Performance against budget and programme on schemes
* Technologies used (if appropriate)
* How did your company add value to recent schemes?
* What innovative processes and techniques have you used?
* What challenges have you overcome?
* What makes your company SME of the Year?
* Please submit photographs and videos to support your submission.

**Entries must be received by Friday 27th June 2025**

**Please email entries to** **jayne.darbyshire@ceca-yorks.co.uk**