



2018 ServiceIQ New Zealand Museums Awards Entry Information – Terms & Conditions

Deadline for entries for the 2018 Awards: **5.00pm, Tuesday 10 April 2018.**

It is intended that finalists will be notified before the 5 May 2018 and winners will be announced publicly at the ServiceIQ New Zealand Museum Awards Celebration on Sunday 20 May 2018 in Christchurch.

Entries must be submitted on the official application form, available from the Museums Aotearoa website: **mail@museumsaotearoa.org.nz**

Entry forms must be fully completed and signed to be valid for consideration. All entries must come from members (individual or museum) of Museums Aotearoa.

Each entry will be invoiced upon receipt and acceptance. Please provide a purchase order number with your entry if this is required:

- \$50 (incl GST) per entry for institutions employing 5 or fewer full-time staff
- \$100 (incl GST) per entry for institutions employing 6-20 full-time staff
- \$200 (incl GST) per entry for institutions employing more than 20 full-time staff

Support material as required for each Award category must be submitted with your entry form in the format(s) specified. Applications must reach Museums Aotearoa by the above date. Late entries or entries in formats other than those specified will not be accepted.

See [FAQs](#) for further information.

Judging guidelines:

- Entries will be assessed by a panel of judges with expertise in each field.
- Judges will draw on their own knowledge of current museum practice in Aotearoa, and will be looking for excellence in conceptualisation and delivery in all entries.
- Judges will also be looking for the following qualities in entries, as appropriate:
 - Vision:** the project or programme demonstrates and advances the museum's mission.
 - Engagement:** the project or programme creates new knowledge, awareness, access, skills or connections for audiences / participants.
 - Resourcefulness:** the project or programme takes the museum's resources (such as people, collections, skills, or community context) and makes the most of them.
 - Innovation:** the project or programme demonstrates new thinking and approaches that others can learn from.

Terms & Conditions

- Entrants must either be an Individual (Voting) or Museum (Voting) Member of Museums Aotearoa. (For these purposes, Museum Member includes paid or unpaid staff of Museum Members (Voting) and Individual includes Service Providers).
- Museums Aotearoa employees or contractors, and members of the Awards Evaluation Panel, are not eligible to enter the Awards.
- Entries must be submitted on the official application form(s).
- All entrants agree to pay the correct entry fee:
\$50 per entry for institutions employing 5 or fewer full-time staff
\$100 per entry for institutions employing 6-20 full-time staff
\$200 per entry for institutions employing more than 20 full-time staff.
- Entries must reach Museums Aotearoa by **5.00pm on Tuesday 10 April 2018**
- Submissions received after that time/date will not be considered.
- Projects must be completed or have reached an identifiable or significant milestone no more than 24 months prior to the Awards closing date.
- Entries must include supporting material as outlined on the application form(s) to ensure a fair and informed evaluation.
- All supporting material must be supplied in the format(s) specified on the entry form(s).
- All supporting material becomes the property of Museums Aotearoa and will not be returned.
- The decision of the Judges will be final and no correspondence will be entered into.
- Each entrant will receive an email acknowledgement upon receipt by Museums Aotearoa and will be advised of the outcome once judging has been completed.
- Winners will officially be announced at the ServiceIQ 2018 New Zealand Museum Awards celebration in Christchurch, on Sunday 20 May.
- Projects that reach the finals cannot be re-entered for these awards in a subsequent year.
- Successful entries will be required to be available to Museums Aotearoa and/or its sponsors for display, publicity or promotional purposes. Please ensure that any photos of individuals or artworks have been cleared for use prior to submission.