



## WMPAA 2025 Awards Process & Scoring Criteria

For the purposes of transparency and integrity of the West Midlands PA Awards (“WMPAA”), the WMPAA Committee provide the below information in relation to the Awards process and scoring criteria.

### Process

1. Awards nominations will open on 16<sup>th</sup> October 2024.
2. Awards nominations will close on 3rd November 2024, although the WMPAA Committee may agree and announce an extension to the Awards nominations closing date. Awards nominations will then close on a date agreed by the WMPAA Committee.
3. Nominees will receive an automated email on being nominated to congratulate them and request that they complete an Information Form within 7 days of receiving the “nominated” email.
4. All nominees will be invited to a complimentary celebration, where we can congratulate all 2025 nominees. A great opportunity to network and meet fellow nominees.
5. WMPAA Committee members will review and independently score all nomination forms against the criteria for each category for all categories, by an agreed deadline.
6. All nominees will receive a “Nominated” social square they can use, if they choose to announce their nomination on social media or via internal company newsletters.
7. Once all scores have been collated independently, the WMPAA Committee will meet in person to adjudicate, where they may agree to move some nominees into other, more appropriate categories, depending on the nature of the nomination and the detail included in the Self-Nomination or Information Form. Any movement of categories will be communicated appropriately with the nominee.
8. All Finalists will be notified via email and will receive a “finalist” social square they can use, if they choose to announce their nomination on social media or via internal company newsletters.
9. Finalists will then be invited to attend an in-person Judging Day on a date agreed by the WMPAA Committee, (March or April 2025 – exact date TBC). In order to allow all finalists to prepare, they will receive advance notification of the questions they will be asked and expected to answer one week before the in-person Judging Day.
10. It will be for the Judges to then deliberate and notify the WMPAA Committee who the winner of each category is. The winners will be announced at the Awards evening on Friday 11<sup>th</sup> July 2025 (venue TBC).

### Scoring

#### **WMPAA Committee Scoring**

WMPAA Committee members will score the two sections of every form (Q.8 and Q.9 of the Self-Nomination Form *OR* Information Form), as well as any supporting testimonials or additional evidence you choose to submit. To give you an idea of how each nomination will be scored, we have included some pointers below:

- Overall quality of application content.
- Specific examples against category criteria.
- Quality of nomination or testimonials/additional evidence provided.

### Judging Day Scoring

Judges will score each question and any project/presentation element on the day.

**WMPAA Committee**  
**October 2024**