

## 2025 Entry Form

### Retrofit Coordinator of the Year

This award recognises and rewards retrofit professionals who excel in retrofit coordination in line with PAS 2035. The judges will be looking for evidence of:

- Effective customer engagement and high-quality customer service
- Delivery of consistently high-quality retrofit coordination and risk management
- Commitment to applying PAS 2035 key principles and practices

#### **Submission Instructions**

1. Complete and save this document as a PDF, detailing your entrant's name and project in the file name.
2. Submit your entry form [here](#) no later than 5pm on Friday 17 January 2025. \*If the link does not work, please try copying and pasting: <https://forms.retrofitacademy.org/2025-awards>
3. Alongside your entry, please provide up to 5 supporting documents. These can include a company logo, photography and PDF documents such as statistics, reports and other evidence mentioned throughout your entry.
4. You will receive an email acknowledgement of receipt by return

#### **Contact Information** \*To be completed by the person submitting the entry

<b>Name:</b>	
<b>Job Title:</b>	
<b>Company:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

#### **Entrant Details**

<b>Please confirm who you are entering on behalf of:</b>	<i>Yourself, your company or an individual.</i>
<b>Entrant Name:</b>	<i>As you wish the person/company to be referred to throughout the competition.</i>
<b>Project:</b>	<i>As you wish the product/project to be referred to throughout the competition.</i>
<b>Presentation &amp; Publicity:</b>	<i>If your entry is shortlisted, we will need 250 words plus one image for social media and our event brochure which is distributed at the awards ceremony. Please provide a synopsis of the project and its objectives.</i>

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**Your Entry**

**Q1. What has the coordinator done to ensure high-quality customer service and how do they evidence customer satisfaction?**

**Q2. How has the entrant consistently delivered high quality coordination including monitoring and evaluation?**

**Q3. How has the entrant applied PAS 2035 key principles and practices?**

**Q4. Please provide an example of an improvement option evaluation and medium term retrofit plan.**

**What's Next?**

All entries will be reviewed by an independent panel of judges. The finalists will be announced in February 2025, and you will be contacted by a member of the team if you have been successful.

- To view the judging panel, please click [here](#).
- To view the scoring criteria, please click [here](#).

The winners will be announced on Tuesday 04 March 2025. The awards ceremony will take place as an informal drink's reception at the end of day one of Futurebuild 2025 (ExCel, London).

**Additional Promotional Opportunities**

Upon submitting your entry, you'll have the option to provide a blog post or news article for promotion on The Retrofit Academy's News Page and Members Hub.

If you'd like to take advantage of this opportunity, simply fill out the relevant fields on the submission page. By doing so, you agree to allow us to use your content for marketing purposes.

Please note: a team member will contact you once your blog is live. This content will only be published if you are shortlisted, and it will not go live before February 2025.

**Good luck!**