SUBMISSION GUIDANCE

All completed entry forms should be submitted by **4.30pm** on the closing date of **Friday 22 January 2027** (Microsoft entry forms can be accessed here).

A specially created zip folder template for emailing of all other required and optional items to support your entry is available to download here (a link to download which via Dropbox/WeTransfer/ Google Drive should be included within the entry form. Should you not have access to Dropbox/WeTransfer/ Google Drive, the zip folder template containing entrants' supporting materials can be emailed directly to awards@homesforscotland.com and should be clearly identified with company and entry name).

2027 entry process:

Entry form:	Each entry must be submitted using the relevant Microsoft entry form available to access here.

Illustrated below, a separate zip folder template includes the following created folders into which members should place all items as specified in the entry brochure / entry form:

Required items:	To include all files as specified in the entry brochure /entry form.
Optional items:	To include all files as specified in the entry brochure / entry form.

Once members have downloaded the zip folder, they should rename it appropriately with their company name and category entered (multiple entries in any one category should be differentiated accordingly eg 1 / 2 / 3 and submitted separately).

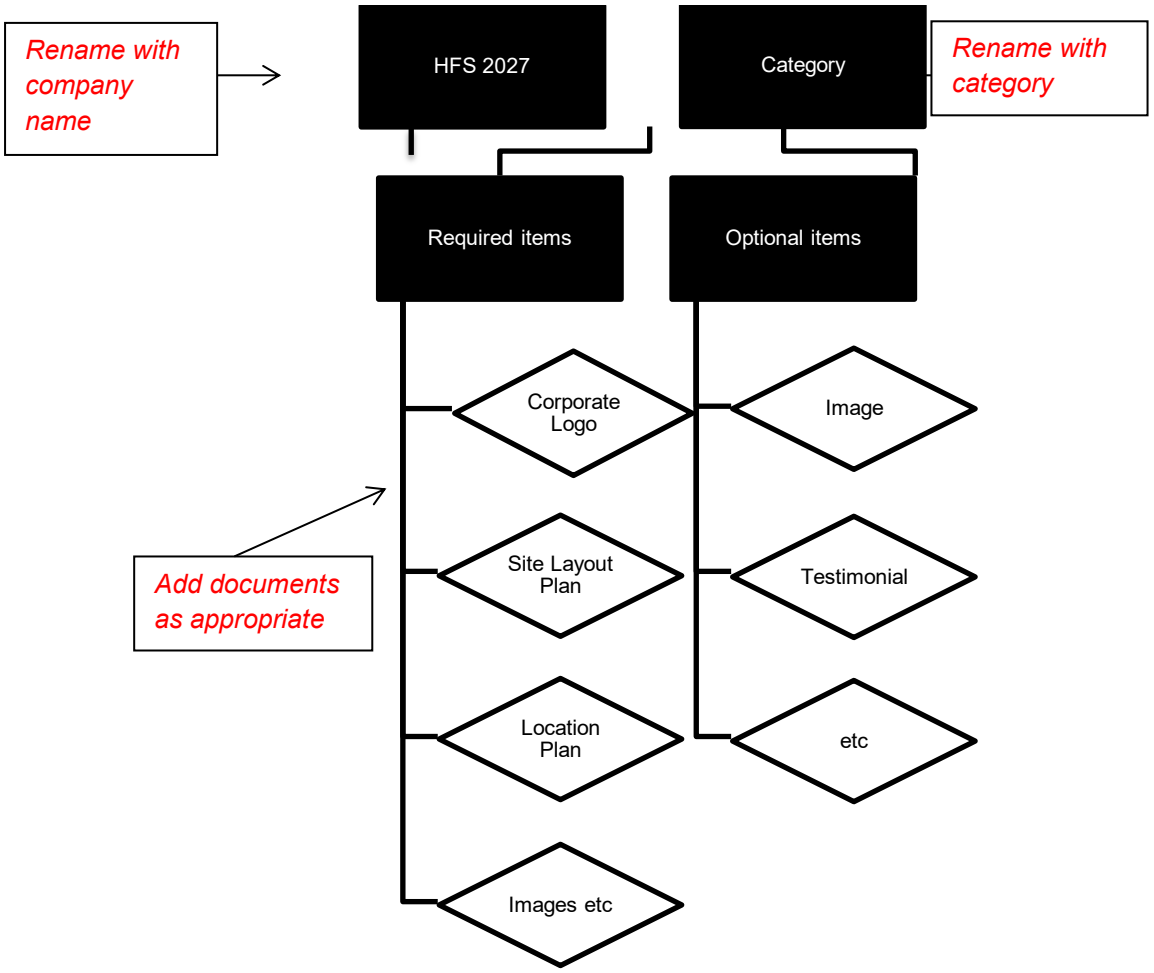
Members should then either:

(a) upload to Dropbox, Google Drive or WeTransfer and include the link to download within the entry form

or

(b) email the completed zip folder to awards@homesforscotland.com (30MB size limit)

Zip folder example illustration



Note:

- Folder, file and image names should be **no more** than ten characters to prevent corruption of files on transfer
- All images should be supplied as Hi-Res 300 dpi jpg files (around 1600 x 1020 pixels).
- Entries taking the form of joint submissions with other companies should include the corporate logos of ALL partner organisations

Any member experiencing any problems with the above should contact Head of Events & Member Communications Lauren Trouten on 0131 455 8350/07392 085160.