
EDGE Awards – Pre-Submit Checklist

Before you submit, take a final look. Use this checklist to make sure your entry is complete, eligible and gives the judges what they need to evaluate your work fairly.

Entry & Eligibility

- ☐ **Confirm your eligibility.** Your company is an ISFA member in good standing and meets any requirements specific to the selected award category.
- ☐ **Choose the correct category.** Make sure your entry is submitted to the category that best reflects the project, nominee, shop or product being recognized.
- ☐ **Complete a separate entry for each category.** If entering more than one category, prepare an individual submission for each.
- ☐ **Check category-specific requirements.** For example, Shop Safety & Excellence must be nominated by another company, and Product Innovation Awards are reserved for eligible ISFA Associate Partners.

Your Submission

- ☐ **Answer every required question.** Make sure all required fields are complete before submitting.
- ☐ **Tell the judges what matters.** Clearly explain the goal, what makes the entry stand out, the challenges involved and the outcome or impact.
- ☐ **Be specific.** Use measurable results, examples and supporting details whenever possible rather than relying on general statements.
- ☐ **Review against the scoring rubric.** Make sure your submission gives judges enough information to evaluate each criterion for your award category.

Photos & Supporting Materials

- ☐ **Upload strong supporting images.** Select clear images that help judges understand and evaluate the entry.
- ☐ **Show the details that matter.** For project entries, include images that demonstrate craftsmanship, material use, technical execution and the completed result.

☐ **Include supporting evidence where appropriate.** Member Award entries may benefit from references or testimonials; Product Innovation entries should include supporting images or data; and Shop Safety & Excellence nominations should document safety programs, training practices, shop conditions and safety performance.

☐ **Confirm image rights.** Make sure you have the right to submit all photographs and understand that submitted images may be used by ISFA in awards-related communications and promotion.

Final Review

☐ **Proofread your entry.** Check company and individual names, spelling, grammar, project details and contact information.

☐ **Make sure the submission stands on its own.** A judge who is unfamiliar with you or your company should be able to understand why the entry deserves recognition.

☐ **Remove assumptions.** Don't expect judges to know information that isn't included in the submission.

☐ **Review for conflicts of interest.** Confirm that all required conflict-of-interest disclosures have been made.

☐ **Submit by the deadline.** Complete your entry no later than **11:59 p.m. on September 30, 2026.**

One Final Question

Before clicking **Submit**, ask yourself:

Have I given an independent judge enough clear evidence to understand what makes this entry exceptional?

If the answer is yes, you're ready to submit.