Ten Tips TO MAKE YOUR BCO AWARDS ENTRY SHINE

BCO

Choose your category with care

Make sure your project truly fits the category criteria - it's one of the most common mistakes entrants make. If you're unsure, check with the BCO awards team before you start. A correct category choice gives your project its best chance to shine.

Keep your audience in mind

Judges review entries on mobile devices during visits. Keep documents easy to read: no more than 25 pages (including images), clear structure, and concise answers in Arial 11pt.

Tell the story of your project

Start with a strong 200-word executive summary that highlights what makes your project stand out - its purpose, challenges, and impact on the people who use it.

Support your story with evidence

Provide accurate data: costs, sustainability measures, wellbeing outcomes, and other quantifiable results. Avoid vague claims - the BCO judges value solid evidence.

Make your photos work hard for you

Images can make or break your entry. Use high-quality shots that show people enjoying the space.
In your PDF submission: include 5-10 images, and if entering Refurbished/Recycled, add 'before and after' photos.
In the portal upload (10 images): use only 'after' photos. Avoid bathrooms or toilets - they won't be shown.

Keep file sizes manageable

Your main submission PDF must not exceed 20MB. Compress images where needed and keep layouts simple.

Be precise with your data

Complete all cost and area sections fully and accurately online. Missing or unclear data can reduce your score.

Highlight innovation and people

Show how your workplace enhances wellbeing, sustainability, and community. Judges are looking for people-focused design as much as architectural excellence.

Double-check the details

Ensure all project team names, roles and contacts are accurate. These details will later appear on screen and in print.

Allow time for upload and payment

Entries must be submitted and paid for by 5pm, Friday 5 December 2025. Once submitted, entries can be reviewed but not amended.

Need help with your entry?

Contact CREATEVENTS
Email: clare@createvents.co.uk
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Good Luck!