

# Sample form, not for offline completion.

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## Manager in Business

This award acknowledges women in the public or private sector for their outstanding skills and contribution to their employer as a middle or senior manager.

You must have been in a management role and in the business for a minimum of 2 years as at 31st January 2026.

**Any questions, please contact your CBWC Awards Committee at [awards@cbwc.org.au](mailto:awards@cbwc.org.au).**

Dear CBWC Awards Nominee,

Congratulations.

You have been nominated for a **2026 CBWC Cairns Business Woman of the Year Award** — a recognition of your leadership, impact and contribution to our business community.

This nomination means someone sees the difference you are making.

The CBWC Awards celebrate women who lead with courage, build with purpose and lift others along the way. We encourage you to embrace this opportunity — reflect on your achievements, own your story and put forward a submission that truly represents your journey.

Many past nominees describe the process as empowering and transformative. We hope it will be the same for you.

Key dates, sponsor information and submission guidance can be found at:

**[www.cbwc.org.au/cbwc-awards/](http://www.cbwc.org.au/cbwc-awards/)**

The Awards Committee is here to support you throughout the process. Please reach out if you need assistance.

Step forward with confidence.

You have earned this moment.

Warm regards,

**Sarah Debono**

**President 2025–2026**

**Cairns Business Women's Club Inc.**

## Judging Process

Each category winner will be determined by an independent panel of respected business leaders appointed by the CBWC Awards Committee.

Judges are selected for their integrity, expertise and industry experience. All judges sign confidentiality and conflict of interest declarations to ensure a fair and transparent process.

The decision of the judging panel is final.

Cairns Business Women's Club reserves the right to declare an entry ineligible if, in the reasonable opinion of the judges, the entrant is unable to appropriately represent or promote the awards, or if the nominee is involved in any unlawful practices.

All submission materials will be securely destroyed following the conclusion of the awards.

## Submission Guidance

As you prepare your submission:

- Do not assume judges are familiar with your business.
- Clearly articulate the scope and complexity of your work.
- Explain your products or services in accessible language.
- Share real examples that demonstrate leadership, innovation and impact.
- Highlight measurable achievements and the legacy you are building.

Word limits are maximums — clarity and strength of message matter more than length.

You may also find it helpful to have someone outside your business review your submission to ensure it clearly addresses the selection criteria.

Your full name

## Presentation

(optional)

**Entrants are required to prepare and present a brief presentation (up to 5 mins) about yourself and your business.**

**This will be your primary opportunity to give a personal presentation and showcase how you work or interact in your business.**

**You may choose a verbal presentation or show footage of how your business operates. You could choose to do this as a recorded video via Youtube, uploading your video or emailing your video.**

**Videos can be submitted three ways.**

YouTube URL link:

Instructions for Video Upload:

1. Create a free YouTube Account. Here's how: [https://youtu.be/l0eM1\\_JVqHE](https://youtu.be/l0eM1_JVqHE)
2. Create a YouTube Channel - Personal or Brand Account. Here's how: [https://youtu.be/l0eM1\\_JVqHE](https://youtu.be/l0eM1_JVqHE)
3. Upload your video presentation to your YouTube Personal or Business Channel
4. Copy & paste URL into your Award Force submission (field located below)

**OR**

Email video to [awards@cbwc.org.au](mailto:awards@cbwc.org.au)

**OR**

Upload a video

## Manager in Business of the Year

This award acknowledges women in the public or private sector for their outstanding skills and contribution to their employer as a middle or senior manager.

You must have been in a management role and in the business for a minimum of 2 years as at 31st January 2026.

I have read the criteria and this applies to me and my business.

*If this criteria doesn't apply to you please contact [vp@cbwc.org.au](mailto:vp@cbwc.org.au) urgently to discuss your options.*

## Key Dates

- Submissions Open: **Monday 18th April 2026**
- Entry Deadline: **Friday 22nd May 2026 at 5:00pm AEST**  
*Please note re: the entry deadline, this date is final and there will be no extensions provided. The system will automatically prevent entry submission after the deadline.*
- Finalists will be notified on: **Monday 25th May 2026**
- Workshop: **Friday 15th May 2026**  
*Finalists will be invited to attend free of charge*
- Judging: **Saturday 20th June 2026**
- Awards Night & Presentation Ceremony: **Saturday 31st July 2026**

## Eligibility

You do not need to be a member of the CBWC to take part in the awards. Eligibility is determined by the criteria for each Award category.

The Awards are open to female residents of Tropical North Queensland, from Cardwell to the Torres Strait and west to the border of the Northern Territory.

However, there are a few **exceptions** –

- If you have been a winner in your nominated category in the 2025 CBWC Awards, you are not eligible to be nominated again in 2026
- If you were a category finalist in 2025 (not a winner) you may nominate again in 2026 but not in the same category
- You can only enter the Awards under one (1) category and using only one (1) Business Name. If you own a variety of entities, only put the name of one (1) of these entities.
- Nominees must have been trading under their “current” business name and be operating in the business, for at least two (2) years as at 31st January 2026 or one (1) year for Young Entrepreneur. This is not applicable for Michelle Commins Volunteer of the Year Award.
- The nominee must have lived in the area where their business is currently located for more than two (2) years as at 31st January 2026
- If you were a CBWC Board member, sub-committee member, or Awards judge in 2025 you are not eligible for the 2026 Awards

## Proposed Publicity

To coincide with promoting the Awards, there will be a CBWC Awards editorial (details to be confirmed). Finalists will be profiled, and a brief outline of their promotional text will be used.

We will offer finalists and sponsors the opportunity to purchase advertising space at favourable rates from the print press. We will contact finalists closer to the time to discuss this as details are confirmed.

## Costs

Our ‘guesstimate’ of the costs involved during the awards process are:

- Gala ball tickets for finalist will be \$115.00 per head.
- Or buy a table of 10 for \$2100. This includes a three-course dinner, drinks package and live entertainment.
- Formal evening wear for the gala ball
- Cost of professional photos (if applicable)
- Cost of print media advertising opportunities (see above Proposed Publicity)

# Scoring of the CBWC Awards Submissions

- Written Submission 50%
- Interview 50%

## Conflict of Interest

Only the Awards selection panel and judges will review your submission. When it is deemed that there is a conflict of interest in terms of industry specialisation, alternate judges will be sourced. Any concerns will be considered with respect.

I have read and understood the above information

Attach Headshot Here



We require a professional, or high-quality head shot (photo) of all finalists. The quality of the image is important as this will be used for promotional purposes such as print opportunities, on our website, on social media and in our Awards Night presentation.

First Name

Last Name

Position Title

Business Name

Type of Business

i.e. Pty Ltd, Sole Trader, Government Organization, NFP, Charity, Sporting Group, Home Based, Franchise

Business Address Line 1

Business Address Line 2 (optional)

Suburb

Postcode

Phone/Mobile

Email

Business Website (optional)

## Publicity & Promotions Introduction

**To assist the CBWC Awards Committee to effectively promote you and your business during the 2026 CBWC Businesswoman of the Year Awards, please complete the following:**

Write a short bio on you and your business/organisation.

151 words

Please Note - The above information may be used by the CBWC Awards Committee, the CBWC Awards Chair and the CBWC Awards MC in the media and during the Awards Gala Ball, leading up to and after the 2026 Businesswoman of the Year Awards.

## Resume / CV Requirements

**A short (2 pages maximum) summary of your work history/education to date.**

**If entering as a partnership, please include one for each entrant.**

**The purpose of this is to give the judging panel a broader understanding of your career path to now.**

**\*\*\*No cover letter required\*\*\***

Add Resume Here



### a. The Business and You

We know nothing about your business/organisation, tell us about it and why you love it?

400 words

What is your role within the business or organisation?

400 words

How do you/your business stand out from others in the industry?

400 words

**\*\*\*If you do not own the business, tell us about you.\*\*\***

## b. Management & Leadership Style

How would you describe your leadership or management style?

400 words

Give an example of your leadership or management style.

400 words

What challenges have you faced from a leadership perspective, and how have you overcome them?

400 words

## c. Business Sustainability

Can you outline the journey of your business and its future vision and goals?

400 words

How does you/your business showcase innovation? What is your contribution?

400 words

## d. Your Personal Success and Community Contribution

Can you highlight your personal achievements and success stories?

400 words

## e. Commercial Success

**(Commercial success revolves around financial success)**

How do you manage/measure business success?

400 words

(Specific financial details are not required, only general indications)

What actions have you taken to increase your financial growth and business branding?

400 words

I hereby give permission for my image, any video or audio footage and other material associated with the 2026 CBWC Business Woman of the Year Awards and their promotions officer/s and/or sub-contracted media suppliers to be used for marketing and advertising.

I have read the costs associated with entering the CBWC Awards. I am happy to pay the recommended amounts to ensure I take full and active participation in the CBWC Awards.

I have entered all relevant event dates into my diary and understand that to participate fully in the award process I must make myself available for these events. The judging period and the Awards Gala Ball are events that require mandatory attendance.

I further understand that in the event of becoming a finalist I must prepare and practice a two (2) minute award acceptance speech.

**This personal consent form grants permission for the Cairns Business Women's Club to use my personal image (photo), name and business name/logo in any form of media for promotional and any other lawful purposes.**

The Cairns Business Women's Club acknowledges that the images may be used on the Club's website, Facebook, social media, newsletters, screen presentations and publications, as well as distributed to members. We further acknowledge that your image may be used by the Cairns Business Women's Club and media to promote the Club in future.

This form releases the Cairns Business Women's Club from any infringement or violation of personal and /or property rights of any sort whatsoever based upon the use of your photo(s), and further acknowledges that Cairns Business Women's Club is not obliged to use these photographs. Your consent can be withdrawn at any time by advising the Cairns Business Women's Club via email at [awards@cbwc.org.au](mailto:awards@cbwc.org.au).

The Cairns Business Women's Club acknowledges that there will be NO payment for the use of photographs, names and business name/logo or any forms of media for promotional purposes.

I agree and consent to the use of personal photos or video footage for use in all forms of 2026 Awards media and publications as well as distribution to members of the Cairns Business Women's Club.

Yes, I DO agree and consent

No, I DO NOT agree or consent

I agree and consent to the use of personal photos or video footage being used to promote future events by the Cairns Business Women's Club and other media.

Yes, I DO agree and consent

No, I DO NOT agree or consent

I further understand that this consent can be withdrawn by me at any time, upon written notice. I give this consent voluntarily.

Yes, I understand