

# Sample form, not for offline completion.

Visit <https://masterlandscapers.awardsplatform.com> to enter.



## 14SP Student Project

### Entry Guide & Client Authority Form

Download the entry guide here [here](#)

Print friendly entry guide [here](#)

Download the Client Authority form [here](#)

Download the Client Feedback form [here](#)

When required to upload images or information, please note that the upload box allows only one (1) file per submission. To upload multiple documents or images, consider combining them into a **DOC, PDF, PPT, or ZIP file.**

### Accepted file formats

**Documents/Images** DOC, DOCX, PDF, PPT, PPTX, GIF, JPEG, PNG, AI, EPS, ZIP

**Audio/Video** MP3, M4P, M4A, M4V, MOV, MP4, MPEG, MPEG4, MPG

If you experience any issues uploading, please contact [admin@masterlandscapers.org.nz](mailto:admin@masterlandscapers.org.nz).

### Important Information

- Please select your membership status as either Current or Not Current. Only members with fully paid and up-to-date memberships are eligible to enter. If your membership fees are unpaid, your status will be considered Not Current, and you will be unable to complete your entry.
- The company logo and images of the project must all be high resolution. However, the video can be recorded on a Smart phone and does not need to be professional – it is just to give the judges an idea of context when looking at the submissions.
- **On this first tab, all required details must be completed before saving.** Only then can you leave and return later to continue your entry. After each session, be sure to click SAVE to store your progress. Important: If you do not click SAVE, your latest details and uploads will not be stored, and you will need to re-enter them.
- Where multiple images/plans/documents are required to be uploaded in answer to a question, you can choose to upload them as a single PDF or Powerpoint.
- All entries must include a signed Client Authority form permitting the publication of submitted photos. Entry cannot be completed until both the Client Authority form and client feedback are uploaded, which will be required

in the final Review & Submit tab. However, you can continue completing your application, as not uploading or agreeing to these requirements until the final step will not hinder your progress. Once you have completed the form, upload it under the Review & Submit tab.

- Although the Awards will primarily be judged online, judges reserve the right to request a site visit. If a site visit is required, entrants will be given one week's notice to coordinate with the client.
- If your project qualifies for multiple categories, you may start work on the entry into the subsequent category by using the 'copy' feature on the Start Entry page to duplicate the first section of your entry and will only need to change the category as needed & rename your new application.
- If you have no information for a TEXT BOX question, you must enter "NA" to save and proceed to the next tab.
- The **Client Authority Form and Client Feedback** information are mandatory for entry completion; however, **STUDENTS are not required to submit these forms.** To ensure a smooth submission process, they have been set up for upload at the final stage of the entry submission.

## Entrant Support

If you have any questions on the entry process email [admin@masterlandscapers.org.nz](mailto:admin@masterlandscapers.org.nz) or call [0508 444 345](tel:0508444345)

Entry name

Your Name

150 characters

Your Mobile Phone Number

Your Contact Email

Project Location

Suburb/town/city/post code

Student ID



Please upload a copy of your student ID here

Design Course You Are Enrolled In

150 characters

Work Experience

150 characters

Have you been, or are you currently, employed in the landscaping field?

Please provide a brief description of your work experience and current status in the design field.

The information I have provided accurately represents the project.

I agree to comply with the terms and conditions of entry and accept the judges' decision as final, with no further correspondence to be entered into.

Yes

Please click **Save + Next** to proceed to the next tab. Do not select **Submit** at this stage, as all required information has not yet been collected.

Here is a summary of the information that will be required for this category.

### Student Design Project

When required to upload images or information, please note that the upload box allows only one (1) file per submission. To upload multiple documents or images, consider combining them into a **DOC, PDF, PPT, or ZIP file**.

#### Accepted file formats

**Documents/Images** DOC, DOCX, PDF, PPT, PPTX, GIF, JPEG, PNG, AI, EPS, ZIP

**Audio/Video** MP3, M4P, M4A, M4V, MOV, MP4, MPEG, MPEG4, MPG

If you experience any issues uploading, please contact [admin@masterlandscapers.org.nz](mailto:admin@masterlandscapers.org.nz).

The following is a summary of the information required for this category.

#### Upload

- A copy of the project brief from your lecturer
- The planting plan
- Photos of any mood boards or other sources of inspiration.

#### Describe

- The inspiration that drove the design
- How the site analysis impacted on the design, giving particular attention to the key drivers eg interaction with existing and future structures, natural features, historic character, ecological values, prevailing climatic conditions, site levels
- How the choice of materials and plants support the design intent/theme of the garden and respond to the context
- The range of plants chosen, colour, composition, textural character
- Any ecological or bio-diversity values taken into consideration
- Any sustainable practices accommodated
- Any iwi or community influences taken into consideration.

Upload here - **Design drawings**



Upload here **Project brief**



**The Inspiration for the design**

In the text box, describe the inspiration that drove the design

Upload here **Planting plan and schedule**



Upload here **Additional supporting information** (optional)



Upload any additional evidence such as photos of mood boards, 3D hand or computer generated sketches if available.

### Site analysis

In the text box, describe how the site analysis impacted on the design, giving particular attention to the key drivers, for example, \* Interaction with existing and future structures \* Natural features \* Historic character \* Cultural values \* Ecological and bio-diversity values \* Prevailing climatic conditions \* Site levels \* Accommodation of sustainable practices

### Materials and plant choices

In the text box, provide details of how the choice of materials and plants support the design intent/theme of the garden and respond to the context/site conditions. Describe the range of plants chosen, colour choice, composition, and textural character.

Upload here **Additional support images** (optional)



Please click **Save + Next** to proceed to the next tab. Do not select **Submit** at this stage, as all required information has not yet been collected.

### Final Step

Before submitting your application, ensure all required information is complete and accurate. Use the checklist below to confirm your entry meets all requirements.

### Final Checklist for Submission

#### Entry Information

Project name and location are clearly provided.

Description of the project, including client objectives, challenges, standout features, and solutions, is complete and within the word limit.

Client quote (if included) is properly attributed and reviewed.

#### Supporting Documents

High-resolution photos showcasing the project (before, during, and after) are uploaded and appropriately named and attributed if necessary.

All plans, scopes of work and client briefs are uploaded as appropriate.

Additional photos highlighting details, special features, and unique techniques are included.

Video submission is uploaded in the correct format.

#### Attachments

All files are named correctly and assigned to the appropriate attachment type.

If the "Other" attachment type is used, the file name clearly identifies the content.

#### **Additional support documents & images can be updated below**

#### Client Authority form

Signed authority form from the client(s) for photo and video use is uploaded. **Students do not need to provide this form**

#### Client Feedback document

Feedback from the client is required. It should be created by the client, signed and uploaded. **Students do not need to provide this form**

### **Judges' criteria**

Ensure all responses relate to the specific information being sought.

### **Grammar and spelling**

Make sure all written content has been carefully reviewed for grammar, spelling, and clarity.

### **Contact information**

Ensure all contact details for your entry are accurate and up-to-date for follow-up communication.

### **Submission confirmation**

**Once you've confirmed the above, click Submit to finalise your entry. Good luck!**

Additional Support Document/s or Video

▼

Client permission form (signed)

Client brief

Garden maintenance / maintenance plan

Mood board - project design/ materials inspiration

Plan - Concept drawings

Plan - Construction detail (minimum A3)

Plan - Set out and details (minimum A3)

Plan - Planting (minimum A3)

Photo(s) Close up detail of construction detail

Photo(s) Close up detail of the planting

...