



Judging Panel Guide



Thank you for hosting a Creative Stars judging panel!

Holding a judging panel at your service is a great way to have your say and find out about all the amazing achievements of people we support across the country.

Throughout this Judging Panel Guide you will find some tips and tricks to helping you run a great judging panel.



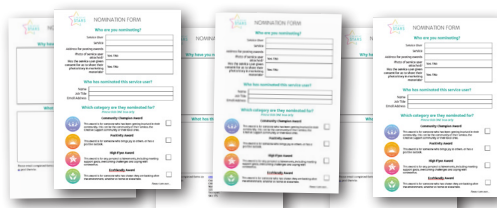
Contents

Before the Panel	2
What you need to provide	3
Checklist	4
 Hosting the Panel: Step by Step	5
Set up and photos	5
Introduce the session	6
The awards	7
Read and consider nominations	8
Finalise results	9
Debrief	9
 After the Panel	10

Before the Panel

We will send you a 'Judging Panel Pack' containing:

Applicants' nomination forms



Applicants' name cards



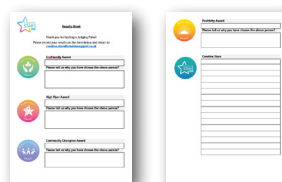
5 x Award visual guides



Photo consent forms



1 x Result sheet



What you need to provide

- A staff member to lead the session
- Refreshments and snacks for the judging panel

If you might struggle to provide either of these please get in touch. We can provide support, such as someone to host the panel over Zoom or provide funds for refreshments.

You can contact us with the following details:

creative.stars@creativesupport.co.uk

0161 236 0829

(please ask for Marketing)





Checklist

You will be posted a pack with the following items, but please check you have everything before you begin.

- ☐ Nomination forms
- ☐ Name cards
- ☐ 5 x Award guides
- ☐ Photo consent forms
- ☐ Result sheet
- ☐ Optional refreshments and snacks



Hosting the Panel: Step by Step

Set up and photos

Firstly you'll need to set up your table with the **nominations**, **name cards**, **award guides** and **result sheet**.

Please ask everyone if they would be happy to consent to a photo we can share on social media and our website. Please explain each platform and fill out a **consent form** for each one per person if they agree.

Now that's sorted you can take photos and get started!



Introduce the session

Explain who Creative Support are, as some may not be aware that we are a national company.

We work with 6000+ individuals across England who have a wide range of needs, including:

- Learning disability
- Mental health issues
- Autism
- Older people
- Other support needs

We provide support in supported accommodation, day services, and in people's own homes.

Explain that the Creative Star Awards are held every month to recognise the amazing achievements of the people we support.

The awards

There are four winners overall, one for each category described below. Each winner will receive a £30 Love-to-Shop voucher, a badge and a certificate.

Everyone who is nominated but doesn't win becomes a Creative Star and will receive a badge and a certificate.



High Flyer Award

This award is for any personal achievements, including meeting support goals, overcoming challenges and coping with coronavirus.



Eco-friendly Award

This award is for someone who has shown they are looking after the environment, whether at home or elsewhere.



Positivity Award

This award is for someone who brings joy to others, or has a positive outlook.



Community Champion Award

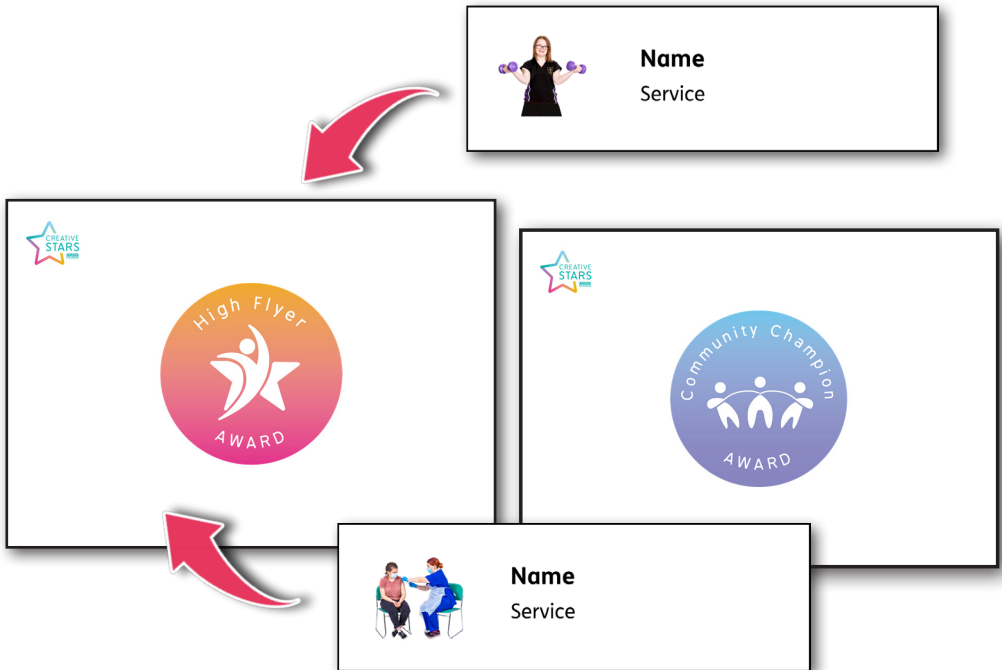
This award is for someone who has been getting involved in their community, this can be the community of their service, the Creative Support community or their local area.

Read and consider nominations

Read and consider each nomination, discuss achievements and place in categories using the **award guides**.

Use the **name cards** to put the nominees on their award categories as each is discussed.

The name cards allow you to keep track of where you originally placed each nominee on the first run through, and move them about onto different categories as you work through the nominations.





Finalise awards

Record the final decisions on the **result sheet**, ensuring only four winners.

You don't need to record the names of the other people who have been nominated as we will organise sending out their certificates and badges.

Debrief

Please feel free to discuss the session and see if anyone would like to share a quote or feedback with the Marketing team about their experience.

After the Panel

When you've completed your judging session, please collect the following documents:

- Result sheet
- Photo consent forms
- Photos (if consent given)
- Quote/summary of the panel's experience

You can scan and email to:

creative.stars@creativesupport.co.uk

Or you can post the documents please address them to:

**Creative Stars, Marketing
Wellington House
131 Wellington Road South
Stockport, SK1 3TS**

Your service will receive a print copy of the Creative Stars newsletter within three weeks of your panel, so let us know if this doesn't arrive or if you need further copies.

Thank you for hosting a panel!

We may contact you in future to see if you'd like to host another panel.



If you would like to nominate someone we support for the awards please email us to request a nomination form.

creative.stars@creativesupport.co.uk