

**Congratulations! You are  
a finalist for an award.**



# Award nominations



Endeavour Foundation wrote this document.

When you see the word 'we' or 'us' it means Endeavour Foundation.

**Bold**  
Not bold

We have written some words in **bold**. We will explain what these words mean.



You can ask for help to read this document with someone you trust.



You can ask a friend, family member, or a support person to help you.



You have been selected as a **finalist** for the Endeavour Foundation Business Excellence and Impact Awards



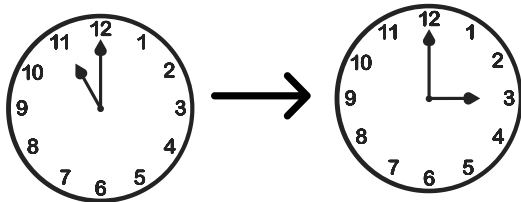
A **finalist** is someone who has done something good and may get an award for it.



We want you to come to the celebration lunch in Brisbane where you might win!



The celebration lunch is on Thursday 16 October.



It will be from 11.00am until 3.00pm



It will be held at Rydges Hotel South Bank

## About the event



We want you to feel comfortable about coming to the celebration lunch.



You might be told that you are the winner at the lunch.



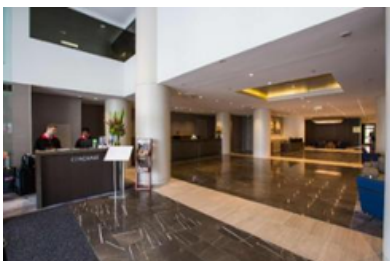
We will give you two tickets so you can come to the lunch with someone to support and celebrate with you.



The Fundraising team is organising this event.



They will meet you on Teams before the lunch.



On the day of the lunch, they will meet you at Rydges.





Finalists like you will arrive before everyone else.



This will help you to be comfortable before everyone else arrives.



There will be about 200 people coming to the celebration lunch.



The people coming are staff, clients and supporters of Endeavour Foundation.



If you are feeling nervous or need a break, we have a room for you to relax.



Just ask your support person to take you there.

## What to expect as a finalist



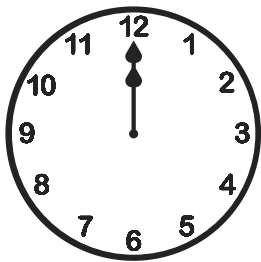
We will meet you before other people arrive to give you a certificate.



If you are happy, we would like to take a photo of you on your own, and one with other finalists.



You do not need to do this if you do not want to.



Lunch will begin at 12.00pm.



Your food will be served to you.



There will be people making speeches on the stage.

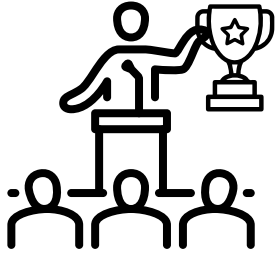


If you are a winner, they will call your name and ask you on to stage.



If you are not, you can stay in your seat.

## What to expect as a winner



If you are a winner, they will call your name and ask you on to stage to get a trophy.



If you want to, you can say a short speech.



You can get this ready before you come to the lunch, just in case.



If you do not want to go on stage or say a speech, that is ok. Someone can go for you.



You will have your photo taken with your trophy if that is ok.



# Getting to the celebration lunch



Rydges Hotel is in South Brisbane at 9 Glenelg Street.

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There are 3 ways you can get to the hotel.

## 1. Driving

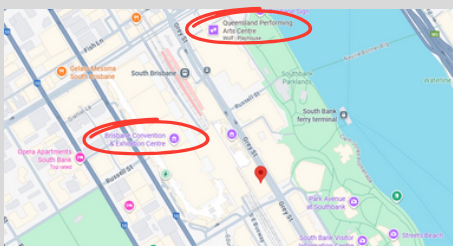


- There is no car parking at Rydges.

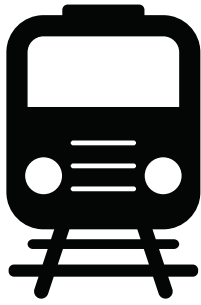


- You can be dropped off in Glenelg Street.

- You can park nearby at:



- Brisbane Convention and Exhibition Centre OR
- Queensland Performing Arts Centre.

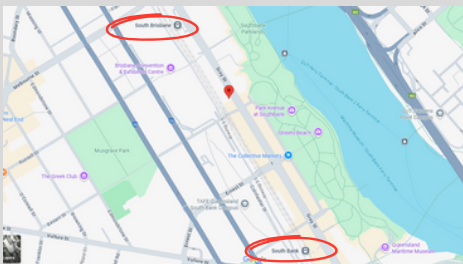


## 2. Train

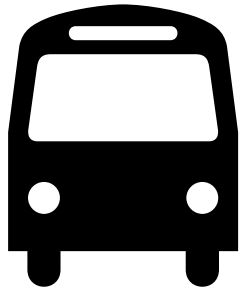


- The hotel is a very short walk from the South Brisbane train station.

- You can also walk from Southbank train station, but it's slightly further away.



- You can see where each train station is here.



### 3. Bus



- The hotel is a very short walk from the Cultural Centre bus stop.
- You can also walk from the bus stop at the Cineplex Cinemas on Grey Street (Route 86)
- You can see where each bus stop is here.

# What should you wear?



Something you feel comfortable in.

People will be wearing what they would wear to an office. This could be:



- Nice shoes



- A skirt or dress



- Smart pants and shirt



- A jacket

## Please tell us



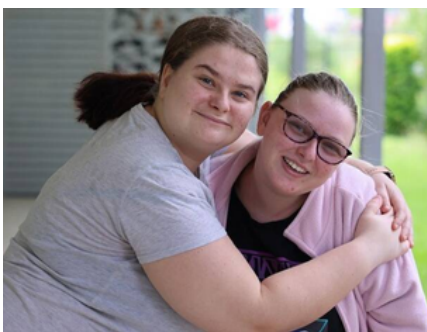
If you have any food requirements or allergies.



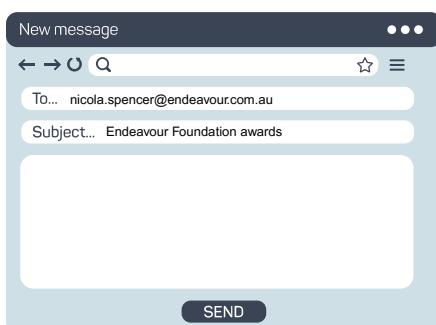
If you have any accessibility requirements.



What we can do to make your time at the event more comfortable and fun.



You can tell your support person.



You can email Nicola from the Fundraising team - [nicola.spencer@endeavour.com.au](mailto:nicola.spencer@endeavour.com.au)