

Checklist

Use this checklist to make sure you have everything ready before starting a Ruby Awards nomination.

Eligibility

- ☐ I have selected the most appropriate award category
- ☐ The work or nominee meets the eligibility requirements for the category
- ☐ The work was presented in South Australia between 1 July 2025 and 30 June 2026
- ☐ The nominee meets South Australian residency/work requirements
- ☐ The nominee has not previously won this category (if applicable)
- ☐ I have written consent from the nominee (if nominating someone else)

Preparing a nomination

- ☐ I have drafted my responses offline (recommended)
- ☐ I have prepared a project summary (max 300 words), if required
- ☐ I have prepared a main response (max 1000 words)
- ☐ My responses clearly address the assessment criteria:
 - ☐ artistic merit
 - ☐ impact
 - ☐ timeliness
- ☐ I have included clear examples and evidence to support my claims

Required information

- ☐ Nominee contact details
- ☐ Career stage/status (if required)
- ☐ Artform or sector
- ☐ Location of practice
- ☐ Diversity and inclusion information (if applicable)

Images

- ☐ At least one high-resolution colour image included
- ☐ Image is:
 - ☐ .jpeg file format
 - ☐ 300 dpi
 - ☐ landscape orientation
- ☐ File size is under 25 MB or a working URL is being provided

Supporting materials (optional but recommended)

- ☐ Additional images (publicity, production, or work samples)
- ☐ Video content (trailers, interviews, or footage)
- ☐ Promotional material (programs, flyers, marketing)
- ☐ Media coverage (reviews, articles, interviews)
- ☐ Audience or community feedback
- ☐ Testimonials or letters of support
- ☐ Website or social media links
- ☐ Video files are landscape MP4 format (if included)

Before you submit

- ☐ I have created a SmartyGrants account (or have login details ready)
- ☐ I have reviewed all answers for clarity and completeness
- ☐ All required fields are completed
- ☐ All required and supporting materials are uploaded or linked
- ☐ I understand nominees must be available for promotion and the awards event

After submitting

- ☐ I have received a confirmation email
- ☐ If not received, I have checked my junk/spam folder or contacted CreateSA