



INSTRUCTIONS FOR SUBMISSION

1. Having read our client's Brief, if you wish to put in a submission please read this page carefully and then read 'Step 3 TIPS FOR A GREAT SUBMISSION' prior to completing the Q&A.
2. Please complete the Q&A document by answering each question in the space directly below the question. Ensure that you answer the question with specifics and don't include irrelevant info
3. Follow the instructions and answer each question within the allocated word count
4. The closing date for us to receive the submission is **Thursday 30 March 2017 - midday (Eastern Standard Time).** Any submissions received after this date WILL NOT be reviewed.
5. We're unable to receive telephone calls or emails regarding this opportunity. We are a small team on a mission and everything we need to know to make a decision should be contained within your Q&A.
6. Please do not follow up with emails containing attachments as these will not be read
7. If you leave your organisation in the next 8 weeks please ensure you email us to provide an alternative contact person – mail@cavill.com.au

Next steps

After we receive your submission we will be compiling a shortlist for our client. If your organisation is a good fit and is in the shortlist we will let you know by mid April 2017. At that point a more detailed Brief will be provided and we'll want to meet you!

If you would like to be added to our database so you are alerted to future corporate partnership opportunities (we create 4-5 corporate-cause partnerships a year) please email mail@cavill.com.au with 'add me' in the subject header and you will notified of future opportunities.

GOOD LUCK!

