



**Step 2 Instructions for Submission**  
**Read Second**  
**5 October 2017**  
**CLOSING DATE: 23 October 2017 – midday EST**

purposeful profitable partnerships

## **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 on-line [Q&A](#) by answering each question in the space directly below the question. Ensure that you answer the question succinctly 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 Monday **23 October 2017 - midday (Eastern Standard Time)**. Any submissions received after this date WILL NOT be reviewed.
5. We're unable to receive telephone calls regarding this opportunity, however if you have a question that needs answering before you can put in a submission you can register [here](#) - for one of two webinars that we are running to answer any questions you may have. Please read all documents 1-3 as well as the online Q&A before jumping on the webinar so we don't waste time!
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](mailto: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 has made it to the shortlist we will let you know by early November. 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](mailto:mail@cavill.com.au) with 'add me' in the subject header and you will be notified of future opportunities.

**GOOD LUCK!**

