

PAYMENT INSTRUCTIONS

Entry Fees

PRSA Member: \$ 50 per entry

Non-PRSA Member: \$ 70 per entry

Individual Awards: No fee.

Process your payment via credit card on the [PAYMENT PORTAL](#) for your submissions. Just indicate if you are a member or non-member, then add the number of entries to get your total due. Proceed with credit card info and the transaction. You will receive an email confirmation.

Later, if you wish to add additional submissions, simply repeat the above process.

Credit cards are the preferred method of payment.

If paying by check, make check payable to “**PRSA Palm Beach**” and postmark by January 15, 2019. Enclose a copy of your Entry Form Cover Page(s) with the check that corresponds to your full payment.

Mail to:

c/o Rebecca Seelig, APR/PBPR
PRSA Palm Beach
4440 PGA Blvd., Suite 600
Palm Beach Gardens, FL 33410

All entry fees are non-refundable.

There is no maximum number of entries that can be submitted.

A Late fee of \$20 will be charged for entries submitted after January 15, 5 pm deadline. Late entries will be accepted until 5 p.m. on January 16 with paid late fees.

INSTRUCTION FOR PAYMENT OF ENTRY FEES
PRSA PALM BEACH PALM AWARDS 2019

SUMMARY

PROCESS FOR ALL SUBMISSIONS

1. Submit each entry by emailing it to prsapalmawards@gmail.com – **Each entry must be sent via separate email with documentation in PDF format. Indicate the corresponding Category number in the email subject line. Do not send email larger than 10mb.**

Entry must include ENTRY FORM COVER PAGE, SUMMARY DOCUMENT and supporting supplemental materials.
2. Go to [PAYMENT PORTAL](#) – fill out and pay via credit card for the number of entries you are submitting. Payment portal is for payment only—not submission of work.
3. You will be emailed a receipt.
4. NOTE: Entries submitted without payment will not be judged.
5. Reserve your place at the Palm Awards Luncheon—register and pay online.

Good Luck!