

## **SOFHT AWARDS 2025**

### **The process, those involved & required actions**

The following information sets out the process for the SOFHT food industry awards, with a description of each stage, and the required actions by those involved.

#### **Stage 1**

All nominators or nominees should complete the online nomination form via the SOFHT website [www.sofht.co.uk](http://www.sofht.co.uk). A description of the criteria for each category of awards and the rules for entry are also available on the website.

Nominators or nominees should review the criteria described for the relevant award category and ensure that the nominee meets them. If the nominee meets the criteria, the relevant award nomination section should be completed ensuring complete details are provided for the nominator, the nominee, and the full reasons/reasoning for nomination. Where supporting documents or data will support the nomination, please ensure that copies are clear and readable and that these are supplied with the nomination form or emailed to [admin@sofht.co.uk](mailto:admin@sofht.co.uk) as pdf.

Please ensure you have the permission of the nominee where appropriate.

#### **Stage 2**

Submit the completed nomination form online. Nominations for all categories should be submitted by Tuesday 30<sup>th</sup> September 2025.

#### **Stage 3**

All nominations received will be assessed by the Awards Committee during October. The committee will deliberate on the merits of the nominations, to ensure every application has been fully and accurately assessed.

The Awards Committee is appointed by the SOFHT Board of Directors.

#### **Stage 4**

The committee will meet to consider the merits of each short-listed nomination and decide who the winner of each category is. The awards will be prepared for presentation on Thursday 20<sup>th</sup> November 2025.

Finalists of all categories will be able to state “SOFHT Awards 2025 Finalist” for the nomination category, on any letterheads, emails or other documents, once approval has been gained from the Society.

The winners and those highly commended in all categories will be able to state “SOFHT Awards 2025 Winner/Highly Commended” for the nomination category, on any letterheads, emails or other documents, once approval has been gained from the Society.

#### **Stage 5**

A list of finalists and winners will be published on the SOFHT website.

#### **Supplementary Notes**

All queries concerning any nominations must be made initially to the SOFHT Operations Director, Dr Karen Best via [admin@sofht.co.uk](mailto:admin@sofht.co.uk) who will direct them to the Awards Committee Chair.