



2024 ENTRY FORM CHECKLIST

PLEASE READ INSTRUCTIONS CAREFULLY!

a. HOW TO COMPLETE THE TROPHY WINE SHOW ENTRY FORM:

1. Save The Trophy Wine Show 2024 Excel Entry Form template to your Desktop.
2. Open the template and save the Excel file as a new file.
e.g. **TWS 2024 - Producer Name - Entry Form 1.xls**
3. Complete the entry form with as much information as far as possible by typing in the relevant cells (handwritten entries will not be accepted). Where details are not yet available these can be forwarded at a later stage.
4. Each time the number of wines entered exceeds 8 open the template again and save the Excel file as a new form e.g. **TWS 2024 - Producer Name - Entry Form 2.xls**.
Please DO NOT insert Excel lines/cells
5. Complete the table below detailing the status of supporting documents required for all your wine entries.
6. Email your entry form(s) to alex@outsorceress.co.za, attaching this completed checklist and supporting documents.
7. Print out a copy of your completed entry form(s) for your records.

b. COMPLETE THE TABLE BELOW AND EMAIL THIS FORM TOGETHER WITH YOUR COMPLETED TWS 2024 ENTRY FORM(S) TO alex@outsorceress.co.za.

NAME OF PRODUCER:				
Please tick ✓ each relevant block where applicable. If an item is not attached, confirm in COMMENT section when item will be received.				
DOCUMENTS REQUIRED FOR COMPLETED ENTRY	ATTACHED?		NO. WINES/DOCS	COMMENT (please advise here about outstanding documentation still to be received)
	Y	N		
1. Entry Form completed in full				
2. WSB 2a certificate for EACH wine entered - with full chemical analysis and seal code range included on certificate				
3. WSB 4a certificate for EACH wine entered				
4. Copy of wine label for EACH wine entered				
5. Organic and Old Vineyard wine entries only: a copy of producer's certification from an organic / biodynamic wine agency or Certified Heritage Vineyard certification.				