



Team Event of the Year

The Team Event of the Year award recognizes outstanding achievement in the seamless team effort to execute the total event planning and production of a catered event by a group of on-premise and off-premise caterers, event planners, facility venue managers, institutions (charitable, cultural, and educational), production companies, special event designers, linen companies, florists, balloon artists, ice artists, entertainment companies, photographers, videographers, and other members producing events such as parties, banquets, award ceremonies, fundraisers, festivals, sporting events, conventions, and expositions while working together as a seamless team.

Notes:

- Each team must choose a lead team member to be responsible for submitting the nomination which answers all criteria.
- All team members must be included in the award submission.
- Should this entry win, each team member will be included in all winner recognition. Each team member included in the submission will then be able to purchase an additional physical award after the NACE One Awards Gala for an additional cost.
- Team members who are not submitted with the entry will not be recognized.

Section 1: Elements Statement - 20 points; 1,000 words maximum

Summarize the event, including theme, goals, and objectives of the client and number of attendees. Discuss the contributions of each team member and how the team worked together. Entry will be judged on how well the event met the purpose, theme, goals, and objectives of the client, the different, unique or creative qualities which elevated the event to an award-winning level, and how the team worked together to execute the client's vision.

Section 2: Event Planning and Venue – 35 points total

- Provide the overall event planning timeline. *5 points*
- Provide a detailed timeline of the day of the event. *5 points*
- Explain the budget, including actual revenue and expenses and answers to the following questions. *10 points, 1,000 word maximum*
 - What was the total budget for event?
 - What was the per person cost for this event?
 - What did the client spend with your company on the part of the event for which you were contracted?
 - What did the client pay other vendors for including rentals, and ancillary services that contributed to the production of the event?
 - Include the retail value of any donated in-kind goods or services.
- Describe venue or event site, including location, description of venue, and unique challenges presented by the site. *5 points, 500 words maximum*
- Describe the décor used at this event, including floral, linens, props, balloons, printed materials, and more. *10 points, 1,000 words maximum*

Section 3: Food and Beverage Presentation and Staffing - 15 points total

- List the menu and explain how the menu coordinated with the event theme. Describe food and beverage in terms of color, texture, flavor, and presentation in support of theme. *10 points, 1,000 words maximum*
- Describe the service design, food station design, and any staff costumes, interactive participation, or other unique features of the service element. *5 points, 500 words maximum*

Section 4: Entertainment and Technical Support - 10 points total

- Describe any unique technical support elements and how special effects, tenting, A/V, lighting, or staging was used to support program theme. *5 points, 500 words maximum*
- Describe any unique entertainment aspects, and whether they supported the special effects, lighting, staging and theme of the event. *5 points, 500 words maximum*

Section 5: Collateral Material - 20 points

- Attach two or three photos of the event to show your work
 - Examples include food displays, beverage displays, menu items, floor plan/diagram, room shots, table presentations, décor, print materials, invitations, marketing materials
- Optionally, submit one video segment. Must be maximum of two minutes in length and must be submitted through a link (such as Vimeo or YouTube).
- Uploaded files (total for all) cannot exceed 2GB.

Team Members:

Industry awards allow you to credit members of the team that contributed to the success of the event. If selected as a winner, each team member included in the submission will be able to purchase an additional physical award after the NACE One Awards Gala.

Submission Fee: \$115

Questions? Email awards@nace.net