

# Event Design and Décor of the Year



The Event Design and Décor of the Year award recognizes outstanding achievement in event design and décor for any social or corporate event. Events such as galas, holiday parties, grand openings, social gatherings, parties, banquets, award ceremonies, fundraisers, weddings, or wedding-related events are eligible, including events produced by florists, rental, linen, and furniture companies, event designers, production artists, caterers, event planners, facility venue managers, and institutions producing such events.

Give a 150-word overview of the award submission to answer the following questions. This overview should set the tone for the rest of the award submission. This overview may be used in promotional materials and NACE reserves the right to modify this description for the award program.

What was the design concept and theme of the event? What were the goals and objectives of the client? How well did the event meet the purpose, theme, goals, and objectives of the client? What different, unique, and creative elements were implemented that elevated the event to award-winning level?

Respond to the below bulleted prompts in 350-500 words. Answer all prompts in the order listed, adding space between answers, for maximum point value.

- How would you describe the venue or event site? What was the location? What unique challenges were presented by the site?
- What were the details of the preparation and installation of the event design in terms of room layout, floral, lighting, color, texture, ceiling, draping, unique presentation? How did these elements coordinate with, support, and enhance the event design and décor?
- What challenges were encountered? What would you would have done differently?

Upload the following to support your written award submission. All upload material must be submitted to receive full credit for this portion of the submission.

- Upload the overall event design planning timeline and installation, including the day of the event if applicable.
- Upload the total budget for the design and décor of this event.
  - What was the per person cost for the event design?
  - What was the retail value of donated in-kind goods or services?
- Upload 5-6 high quality 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, and 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.

