

Team Event of the Year



The Team Event of the Year award recognizes outstanding achievement in the seamless team effort by a group of catering and event companies to execute the total event planning and production of a catered event, such as parties, banquets, award ceremonies, fundraisers, festivals, sporting events, conventions, and expositions.



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 theme of the event? What were the goals and objectives of the client? How many people attended the event? How did the team work together to execute the client's vision? 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.

- Describe the venue or event site including location, description of venue, and unique challenges.
- How did each team member contribute to meet the objectives of the client?
- What décor was used (floral, linens, props, balloons, printed material)?
- How did the menu coordinate with the event theme? Describe the food and beverage (color, texture, flavor, presentation).
- What unique technical support elements were used? How were special effects, tenting, AV, lighting, and staging used to support the theme?
- How did F&B, décor, support elements, and entertainment support or enhanced the event?



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 planning timeline and the timeline for the day of the event
- Upload the total budget for the event.
 - What was the per person cost for the event?
 - What did the client spend with each company on the part of the event for which you were contracted?
 - What did client paid other vendors including rentals and ancillary services that contributed to the production of the event?
 - What was the retail value of donated in-kind goods or services?
- Upload the menu
- Upload 5-6 high quality photos of the event to show your work. Examples include food and/or beverage displays, menu items, floor plans, diagrams, 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.