



2021 NOMINATION FORM

Nomination Rules & Guidelines

- Nominations are due by **August 9, 2021**
- Please carefully review the Categories, Eligibility Requirements, and FAQs on Pages 3-5 **before** submitting your nomination.
- All nominees and companies submitting nominations must be members in good standing with HTN.
- A property may have consecutive winners in an Employee Award category, but an individual employee may only win once.
- All information below must be typed or written legibly, and you must select **ONE Award Category on Page 2**.
- Only one nomination per category may be entered per company, but multiple category nominations will be accepted.
- Use a separate form for each nomination.
- **All entries must be accompanied by a 1-3 page written explanation. Entries without a written explanation will not be accepted. Including supporting materials, submission may be no more than 5 pages total. Nominations exceeding 5 pages will not be considered.**
- We encourage you to submit supporting materials including photos, guest comment cards, letters, news clips, and other materials for the judges' consideration. A strong nominee usually has supporting documentation which displays their accomplishments. All materials must be printable, no videos please. Supporting materials count toward the 5-page limit.
- All submitted materials become the property of HTN and will not be returned.

NOMINATION SUBMITTED BY:

Name: _____ Company: _____

Address: _____

Phone #: _____ Email: _____

NOMINEE:

Name: _____ Company: _____

Title: _____ Years in the Industry: _____
**Nominees must have worked in the industry for at least 3 years.*

Address: _____

Phone #: _____ Email: _____

Submit all nominations to Wayne Smith by August 9, 2021.

Email: wayne@hospitalitytn.com; Fax: (615) 385-9957; Mail: 475 Craighead Street, Nashville, TN 37204

AWARD CATEGORIES

Select ONE category from the list below. You must use a separate form for each nomination. Nominations without an appropriate category selected will not be accepted.

Tennessee Achievement Awards

- HTN Destination Marketing Organization of the Year
- HTN Attraction of the Year
- HTN Preferred Vendor of the Year
- Hospitality & Tourism Educator of the Year
- Women in Tourism & Hospitality Leader of the Year
- HTN Young Professional Emerging Leader of the Year

Employee Achievement Awards

- Lodging Employee of the Year**
 - Small Property (250 rooms or less) Large Property (250 rooms or more)
- Lodging Manager of the Year**
 - Small Property (250 rooms or less) Large Property (250 rooms or more)
- Lodging General Manager of the Year**
 - Small Property (250 rooms or less) Large Property (250 rooms or more)
- Restaurant Employee of the Year**
 - Independent (1-4 Locations) Chain (5+ Locations)
- Chef of the Year**
 - Independent (1-4 Locations) Chain (5+ Locations)
- Restaurant Manager of the Year**
 - Independent (1-4 Locations) Chain (5+ Locations)
- Tourism Employee of the Year**
 - Small Budget (Budget under \$500,000) Large Budget (Budget over \$500,000)
- Tourism Manager of the Year**
 - Small Budget (Budget under \$500,000) Large Budget (Budget over \$500,000)

Gold Star Public Relations Awards

- Community Service Award
 - Restaurant Lodging Property Tourism Property
- Good Earth Keeping Award
 - Restaurant Lodging Property Tourism Property
- Special Event Award
 - Restaurant Lodging Property Tourism Property

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AWARD CATEGORY DETAILS AND ELIBILITY REQUIREMENTS


TENNESSEE ACHIEVEMENT AWARDS


The HTN **Destination Marketing Organization of the Year Award** honors companies who have shown excellence in tourist development, helping attract new visitors to Tennessee and promoting Tennessee cities as tourist destinations. Eligible companies include Convention and Visitors Bureaus, Chambers of Commerce, etc.

The HTN **Attraction of the Year Award** is presented to attractions that have shown excellence in tourist development and community service through special programs, events, and marketing campaigns to attract new tourists and visitors to Tennessee. Eligible companies include Event Venues, Golf Courses, Theme Parks, Zoos, Dinner Theaters, Museums, Convention Centers, etc.

The HTN **Preferred Vendor of the Year** is presented in recognition of the contributions of our partner companies who provide valuable services and products which allow hotels, restaurants, and tourism entities in Tennessee to grow and thrive. Any member company who provides products and services (such as cleaning, marketing, legal resources, equipment, landscaping, etc.) is eligible.

The **Hospitality & Tourism Educator of the Year** award recognizes exceptional high school and post-secondary educators who prepare students for hospitality related jobs and higher education opportunities. These educators recognize and develop our future employees through work experience, resume building, and scholarships. The judging criteria measures success in 4 categories: 1) Classroom Recognition, 2) Community Service, 3) Industry Specific Research, and 4) Mentoring Practices.


 **Women in TN Tourism & Hospitality (WITH) Leader of the Year**- This award is given to a female hospitality professional who serves as a leader and role model within the hospitality community. Candidates should describe noteworthy accomplishments, leadership roles, volunteer positions, and personal initiative. Nominees can be either self or peer nominated. Candidates must be a member of WITH. The winner will be submitted as a nominee for the 2021 American Hotel & Lodging Association Stars of the Industry Awards.


 **HTN Young Professional Emerging Hospitality Leader of the Year**- This award honors an exemplary hospitality employee under age 30 who has demonstrated superior professional dedication, leadership, and a fresh perspective to their job. The recipient should also exemplify the characteristics that lead to success in the hospitality industry-enthusiasm, “out of the box” thinking in their professional and personal life, and a dedication to the industry by active participation in association, community, and industry programs. The winner will be submitted as a nominee for the 2021 American Hotel & Lodging Association Stars of the Industry Awards.

Qualifications:

- HTN Award nominees should provide outstanding service and support to HTN and local associations, as well as to the hospitality and tourism industry.
- Preferred Vendor Award nominees should provide service on behalf of the employing company or business affiliation as a provider of products and services to the hospitality industry.
- HTN Award nominees should demonstrate service and leadership in other organizations and participate in community activities.
- Nominees for these awards must have served in the industry a minimum of three years.

LODGING EMPLOYEES ACHIEVEMENT AWARDS

 The **Lodging Employee of the Year Award** recognizes exemplary professionalism and service by an employee in a non-management position. The nominees are judged on outstanding performance that goes above and beyond normal job responsibilities, including providing excellent service to the property, guests, and community.

 The **Manager of the Year Award** recognizes an employee in a management or an executive position who has a proven track record of management excellence, industry involvement, and community service. The nominees are judged on outstanding performance that goes

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above and beyond normal job responsibilities, including providing excellent service to the property, guests, and community.



The **General Manager of the Year Award** recognizes a general manager who has demonstrated outstanding contributions of leadership, service, and community and/or civic affairs. The nominees are judged on outstanding performance that goes above and beyond normal job responsibilities, including providing excellent service to the property, guests, and community.

Lodging Employee Achievement Awards will be given in the following categories: Small Property (250 rooms or less) and Large Property (250 rooms or less)

Qualifications:

- Each LEA nominee must have served in the hospitality industry for a minimum of three years.

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AWARD CATEGORY DETAILS AND ELIBILITY REQUIREMENTS

RESTAURANT EMPLOYEE ACHIEVEMENT AWARDS

The **Restaurant Employee of the Year Award** provides restaurants with the opportunity to recognize exemplary professionalism and service by an employee in a non-management position. The nominees are judged on outstanding performance that goes above and beyond normal job responsibilities, including excellent service to the establishment, guests, and community.

The **Restaurant Manager of the Year Award** provides restaurants with an opportunity to recognize a manager who has demonstrated exceptional contributions of leadership, service, and involvement in community and/or civic affairs. The nominees are judged on outstanding performance that goes above and beyond normal job responsibilities, including providing excellent service to the establishments, guests, and community.

The **Chef of the Year Award** will recognize an Executive or Sous Chef who has provided leadership, creativity, and culinary excellence for their restaurant. Nominees should display exceptional skills inside and outside the kitchen. A history of community service, leadership and mentorship within the restaurant, and fantastic guest service are required.

Restaurant Employee Achievement Awards will be given in the following categories: Independent Restaurant (1-4 Locations) and Chain Restaurant (5+ Locations.)

Qualifications:

- Each REA nominee must have served in the hospitality industry for a minimum of three years.

TOURISM EMPLOYEE ACHIEVEMENT AWARDS

The **Tourism Employee of the Year Award** recognizes exemplary professionalism and service by an employee in a non-management position. The nominees are judged on outstanding performance that goes above and beyond normal job responsibilities, including providing excellent service to the property, guests, and community.

The **Tourism Manager of the Year Award** recognizes an employee in management or an executive position who has proven track record of management excellence, industry involvement, and community service. The nominees are judged on outstanding performance that goes above and beyond normal job responsibilities, including providing excellent services to the property, guests, and community.

Qualifications:

- Each TEA nominee must have served in the hospitality industry for a minimum of three years.

GOLD STAR PUBLIC RELATIONS (GSPR) AWARDS FOR RESTAURANT, TOURISM AND LODGING PROPERTIES



The **Community Service Award** is presented to recognize programs designed to provide service and demonstrate to residents that the individual property is responsive to the local community. Examples include campaigns to benefit local or national service organizations or charities, service to any part of the community through special projects, and undertakings with community groups for the area's benefit.

The **Good Earth Keeping Award** recognizes properties that have developed a culture toward integrating environmental management practices with everyday operations, while maintaining quality service and meeting guest expectations. Each entrant should describe improvements to operations and the bottom line, as well as the process for continuing to practice environmental management within the business operation.

The **Special Event Award** are given for public relations programs or campaigns that demonstrate a creative approach to scheduled events, anniversaries, charity events, holidays, or special publicity events.

Gold Star Public Relations Awards will be presented in the following categories: Restaurant, Lodging Property and Tourism Property
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(Attractions, Convention Centers, CVB's etc.)

The lodging property who wins the Community Service GSPR Award will be submitted to the 2021 American Hotel & Lodging Association Stars of the Industry Awards.

Qualifications:

- GSPR Awards are presented to properties, **not to individuals**.
- All HTN Members in good standing are eligible to submit nominations.
- Participants may only submit one entry per category, but multiple category entries are accepted.
- Be sure to enclose a full description of the program or activity, including goals, implementation, budgets, and results for all GSPR Award entries. Nominations without these details and supporting descriptions will not be considered.

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FAQs

When is the deadline for nominations? The deadline to submit a nomination is **August 1, 2021**. Late nominations cannot be accepted.

Do I have to be a member of HTN to be nominated? Yes. Both the nominee and the company submitting the nomination must be a member in good standing of HTN. Note: companies may become members of HTN to facilitate their nomination. For more information about membership, contact Brad Smith at brad@hospitalitytn.com or 615-385-9970.

What do I have to do to nominate a company/individual?

- **Step 1:** Complete the Nomination Form (Page 1 of this Document)
- **Step 2:** Attach a 1-3 page written explanation of why the nominee should win the award, **including supporting material; application may be no more than 5 pages**. Any entries above 5 pages will not be considered.
- **Step 3:** Include any additional supporting material including photos, guest comment cards, letters, news clippings, and other backup materials to be submitted for the judges' consideration. All materials must be printable. Top nominees usually have strong supporting materials.
- **Step 4:** Submit all materials to Wayne Smith by **August 1, 2021**
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Do I have to include a written explanation of why the nominee should win the award? YES. Nominations without this attachment will not be considered.

Do I have to include supporting material? No, supporting materials not required for a nomination, but we encourage you to send them to give the judges a more comprehensive idea of the nominee's candidacy.

Can I nominate myself? Yes, self-nominations are acceptable. For the Gold Star Public Relations Awards, you can nominate your property or another property.

Can I get my nomination form and my supporting material back? No. All submitted material becomes the property of HTN and will not be returned. Nomination forms may be quoted directly in the award ceremony.

Who will be judging? The judging panel will include statewide representatives of the hospitality and tourism industry.

Can I submit multiple nominees for the same award? Only one nominee may be entered per category, per property, but you may nominate candidates in as many different categories as you like.

Can I apply if I did not win a Local Association Stars Award? Yes, the winners of all local association awards are automatically nominated for the HTN Stars of the Industry Awards, but you can nominate any HTN member employee or company for the statewide award— regardless of participation at the local level.

When will I be notified if I won? Winners will be notified mid-August. Whenever possible, we will contact the person who

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submitted the nomination, not the winner, so that the company may keep the award a surprise. We ask that the nominator to coordinate their winner's registration and travel to the HTN Stars of the Industry Awards Gala (details below). If a winner cannot be present to receive their award, HTN must be notified by Friday, August 30, 2021.

Stars of the Industry Gala - The winners will be honored at the Annual HTN Stars of the Industry Gala, on **September 16, 2021**, at the Embassy Suites Hotel in Murfreesboro, TN.

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