Event Professionals Industry Class Awards
Presented by the Michigan Chapters of ABC, ISES, & NACE

Awards Entry 101

Everything You Need To Know for
2017 Awards Submissions

Contents

- Basic Rules of Entry
- How to Submit
- Available Awards and Who Should Submit

Basic Rules of Entry

Basic Rules of Entry

▶ Entrant's company must be located in Michigan

▶ The event must have occurred between January 1, 2016 and December 31, 2016.

▶ Awards are presented to individuals OR companies. *NACE, ILEA and ABC memberships are individual memberships and are not company-wide. Therefore, if the award is being given to an individual, the person submitting must hold an individual membership to the organization they are submitting under.*

Basic Rules of Entry

- Entries are due by **February 15, 2017 by 11:59 p.m.** No late entries are accepted.

- Fees are due by February 16, 2017.

- Any one event may only be submitted for a maximum of 3 categories

- All entries must be Anonymous – no logos or company names may appear, no references to person or company executing event.   New This Year! -In the case where the event itself was a branded event showcasing a particular organization or company, the anonymity clause will be waived.

Eligibility & Fees

- **NACE, ILEA or ABC Members -** NACE, ILEA or ABC members may submit one entry per category per membership for which it is eligible to enter at no charge. Additional entries may be submitted at a fee of $50 per entry. Each event may be submitted into a maximum of three categories.

- **Non-Members -** Non-members may submit entries at a fee of $100 per entry, payable by check (credit cards will not be accepted). Each event may be submitted into a maximum of three categories.

- **Best Team Event Entries** – There is a $100 fee for every team member above 5. If a member is part of more than one team, they must pay the additional category fee of $50.

- **Fee Payment** – Fees must be paid online with a Visa or Master Card by February 16, 2017. Visit www.MichiganEPICAwards.com to make a payment.

How to Submit

Submission Requirements

► All entries must be submitted via e-mail at submitEPIC@gmail.com

► The e-mail subject line must include the entry's category title and event name
Subject Line Example: Table Top Design, Emerald Isle

► All entries are due by 11:59 p.m. on February 15, 2017

► Each entry must be sent in a separate e-mail, only one entry per email will be accepted

Submission Requirements

Each Entry MUST Include the Following Attachments:

1. Entry Application Form

2. Entry PDF

3. Summary Photo

4. Additional Required Category Documents (for example, budget worksheet, responsibility matrix, etc.)

Each attachment should be individually labeled with the type, category title and event name. Please see official Guidelines for examples.

Submission Requirements

Entry Application Form

This is a PDF document where you will indicate which category you are submitting for and provide all general entry information.

New this year! – There is a fee section that must be filled out, even if the amount is zero. Members will be required to provide their member ID for verification. Best Team entries are now only required to complete 1 submission, so there is now a spot for including all team member info on the entry form. Entrant's can now also indicate if their name or their company's name should be listed on the award should they win.

Submission Requirements

Entry PDF

This should be a single PDF document and include:

- ▶ The written entry document
- ▶ The Collateral (except videos)

New This Year! – Collateral should be either a 2 page document OR a one page document and a video. The document may contain multiple photos on a page. Other items such as BEOS, invitations, etc., could also be contained within the page limitations.

Submission Requirements

Entry Summary Photo

One jpeg photo (300 dpi or greater) that summarizes your entry.

Additional Entry Documents

Category Required Additional Documents

Some categories require additional documentation be submitted, such as a budget, responsibility matrix or a video file. Please thoroughly review the requirements listed under each category description in the official Guidelines for this information.

Available Awards & Who Should Submit

Event Planning

Categories

- Best Wedding with Event Budget over $75,000
- Best Wedding with Event Budget between $25,000-$74,999
- Best Wedding with Event Budget under $24,999
- Best Social Event
- Best Corporate Event
- Best Non-Profit, Community or Fundraising Event

Who Should Enter

- Event planners - producers & coordinators, meeting planners, wedding consultants & party planners
- Facility & venue managers
- Institutions (educational, cultural & non-profit)
- Circuses and carnivals, sporting events, & concerts
- Convention & exposition service managers
- Destination management services, incentive travel companies

Note that an event may be entered for only one of the Event Planning Categories. The same event may not be entered for multiple Event Planning categories.

Event Design

Categories

- Best Themed Event Décor
- Best Tabletop Design

Who Should Enter

- Event designers
- Floral designers
- Prop, scenery & display designers
- Balloon artists
- Artists in other media
- Linen companies
- Caterers & bakeries

Event Cuisine

Categories

- Best Event Cuisine
- Best Cake or Confection

Who Should Enter

- Caterers, either off-premise or in-house
- Specialty bakeries and/or confectioners
- Restaurants, facility operators, hotels, clubs, and any other entities that provide food to the special events industry

Event Details

Who Should Enter

- Producers and designers of event collateral, invitations, announcements, signage and novelties, tenting, event props, and any other professionals providing design services for the special events industry.

Best Entertainment

Who Should Enter

- Producers
- Choreographers
- Designers of entertainment
- Talent buyer
- Entertainers
- Disc jockey services
- Interactive services such as photobooths

Best Visual Artistry

Who Should Enter

- Photographers
- Videographers

Best Technical Production

Who Should Enter

- Companies providing staffing, rental equipment, tenting, lasers, lighting, special effects, pyrotechnics, audio-visual, transportation, valet services

- Graphic designers, producers and designers of event collateral including advertising & promotional pieces, invitations, announcements, signage & novelties

- Any others providing technical, logistical, or design services for the special events industry

Best Team Event

Who Should Enter

- Any group of companies who formed a core event team, with a maximum of one team member per company represented.

- The team must include a combination of at least three (3) members of any of the following organizations: ISES, NACE, ABC or MPI.

- Only ONE entry form is required and must include all team member information.

New This Year! – Best Team submissions now only need to include one entry (instead of how previously all team members had to enter)

Nominated Industry Awards

Two Awards Available for Exceptional Individuals

▶ **CATERING PROFESSIONAL OF THE YEAR**
NACE, ILEA, or ABC members only; members must work for catering facilities, either off-premise or in-house, including specialty bakeries, restaurants, facility operators, hotels, clubs, and any other entities that provide food to the special events industry.

▶ **EVENT PROFESSIONAL OF THE YEAR**
NACE, ILEA, or ABC members only; non-caterers and non-food-related vendors, supporting in the events industry.

These are for individuals and cannot be awarded to a company. Any nominations of an entire company will be disqualified.

Nomination Process

- Nominations will be accepted via an online portal from December 1 through December 31. Emails will be sent to all ABC, ILEA & NACE members during this time soliciting nominations.

- Nominees will be informed of their nomination by January 20, 2017 via email.

- Nominee must then put together their entry and submit it by 11:59 p.m. on February 1, 2017.

Note that for these categories, the nominee's name does not need to be anonymous, being that a part of the submission process includes letters of recommendation.

Chapter Awards

Awards Available

- ILEA Presidential Awards
- NACE Michael Havens Award
- NACE Rising Star Award

See the official Guidelines for details on these awards

Questions?

Please see the official Guidelines for full rules and details. Email SubmitEPIC@gmail.com with any questions.