



NARI CotYTM 2019 AWARDS

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General Information

NARI Greater Cleveland members are invited to compete for the prestigious *20142017 Contractor of the Year (CotY) awards*, in recognition of their achievements for remodeling projects finished between December 1, 2016 and November 30, 2018.

Each year NARI Greater Cleveland has both first-time entrants and seasoned participants that go home with Awards. No matter what your CotY experience level, follow these easy steps to be sure your entry is given full consideration by judges and your work receives the recognition it deserves. Please review these pages carefully.

Why You Should Enter

Companies – from one-person shops to the largest remodeling firms – report that winning this award is a major factor in enhancing their image within the industry and with prospective customers, and is a major morale booster for their employees. The numerous marketing opportunities available to CotY winners help set your business apart from other remodeling companies, and NARI helps by providing tools and resources to make the most of this distinguished honor.

NARI Website - Winning projects will be featured in the CotY Award section of the NARIncleveland.com website.

RemodelOhio – The winning projects' Before and After pictures will be featured in the Spring/Summer issue of *Remodel Ohio* - NARI Greater Cleveland's Remodeling Guide and Membership Directory.

The NARI Home Improvement Show - First Place entries will be displayed on the *Wall of Fame* (along with the companies' exhibit booth numbers) at the NARI **Home Improvement Show**. Pictures displayed will be available to the entrants upon the conclusion of the show for their own use.

What Does a Winning Entry Look Like?

Your ability to present your project in a manner that helps judges distinguish your project will go a long way to set you apart from the competition. The following tips from judges and staff are provided as guidelines, and are derived from feedback from recent program years:

- **Plan your entry.** A winner's entry is always well thought out. Arrange your photos, drawings, project descriptions, etc., in a way that's easy to follow from the beginning to the end of the project.
- **Describe the client's needs/wants,** and be sure your entry shows how you met those needs. Point out any obstacles and how they were handled. A concise project description at the front of the entry can help the judges understand what you were trying to accomplish, laying the groundwork for the project before they get into the detail.
- **Avoid filling up your entry pages with too many words.** Include only details that will help the judges determine why your project deserves high marks. A bullet-point format is easy on the eyes.
- **Small captions near photos can help tell the project story.** Use bullet points and brief information segments to inform the judges, language such as "Note the innovative use of..." or "An obstacle we overcame was..."
- **When displaying photographs, show the before and after photos on the same page** whenever possible, so the judges don't have to flip back and forth over and over.
- **Finishing with a large, magazine-quality photo** is a good way to leave a lasting impression with the judges. These photos are also good for marketing and publications.

About Photographs

Since your project cannot be judged in person, good quality photos are key elements in your presentation.

Whether or not you use a professional photographer, please keep the following in mind:

- **Take "before" photographs before the start of every project.** If you make this a standard practice, you will be ready when the job you anticipated to be an average remodel turns out to be a CotY contender. Take these shots from many angles. Take photos for work-in progress if it will help show the complexity of the process or the obstacles encountered.
- **Take the "after" shots from the same angles as the before photos** whenever possible. This helps give the judges a good perspective of the transformation. We also need related pairs (the before and after) for print and publication. Take both vertical and horizontal photos. If your project is published, it stands a better chance of being featured on a magazine cover if the editors have vertical shots from which to choose.
- **Only include photos that will enhance the project entry.** Although you have 30 pages to display the project, you don't need to use them all.
- **Do not include photographs that reveal the identity of the client, your company, or that show any people in the frame.** These elements are a distraction from the transformation you are trying to convey. Also, we legally can't use photos with individuals in them without proper release on file. Therefore, these photos will not be chosen for display on the Wall of Fame (when you win!), or for

publication by NARI or other media partners. Photos included with any of these elements will be removed from the entry and will be subject to point deductions.

- **Any photo enhancement is limited to brightness, contrast, or sharpness.** No items may be added or removed through photo enhancement techniques. Do not add or subtract items, or change the image in a way that may increase or decrease the value of the project.
- **REQUIRED: A set of a high quality/resolution before and after images (from the same angle) in JPG format must be included as separate files in your Dropbox entry folder.** ---- Upload each picture file in your Dropbox folder. Do not include in-progress images. These images may be used in marketing materials, including but not limited to the Wall of Fame at the NARI Home Improvement Show, RemodelOhio Magazine, and other NARI publications. Each image must be high quality resolution of at least 300 dpi, and no larger than 10 MB each.

Review Your Work

Entries **may be disqualified** if rules are not met. An entry may be disqualified **for the following reasons:**

- Entry received after deadline
- Duplicate entry: The same portion of a project was featured in more than one entry
- Project finish date is outside of time frame
- Project does not contain any 'before' photos
- Photo alterations or enhancements beyond changing brightness, contrast, or sharpness
- Project cost not shown on first page of entry
- All required signatures or forms not provided
- Project completion date not provided
- Photos are not provided as separate files JPG format in Dropbox folder.
- Entry exceeds 30 page limit
- Member identity revealed in entry or people included in photographs

2019 NARI Greater Cleveland Coty Awards

ONLINE ENTRY - RULES & GUIDELINES

1. NARI contractor members in good standing are eligible for individual entries. The entry fee for an individual entry is \$150 or \$300 for a team entry (limited to three companies per team). Once this fee is submitted along with your Entry Request, your Award Entry Information will be forwarded to you via Dropbox. **Fees are nonrefundable, non-transferable and cannot be carried over to subsequent years.**
 - **REQUESTS for ONLINE ENTRY via Dropbox are due by November 30, 2018**
2. **PROJECT DATE:** The project finish date must be between December 1, 2016 and November 30, 2018.
3. **ENTRY FORMS:** Entries must include a completed Coty Entry/Homeowner Release, Photographer's Release, and "What Products Did You Use" form for each entry. These forms will not be seen by the judges and are the only area where the member's identity (or anyone involved with the project) can be revealed.
 - **Official Entry/Homeowner Release Form** – Contractors complete and sign this form. The homeowner must also sign this form. The affidavit box must be filled in for the categories requiring proof of cost. Project total cost must include fair-market value for homeowner provided sweat-equity or in-kind services or the services of a subcontractor that the homeowner might have hired (i.e. purchase of materials, demolition, painting, appliances, etc. and/or other subcontracted work) for the category entered. If a member submits a project that is his own property, the fair-market value of the project should be shown. Please fill out one form for each entry.
 - **Photographer's Release** – The owner of the photographs (professional photographer, contractor, homeowner, etc.) must complete and sign this form. If the photographer's release is altered in any way, you may lose the opportunity to have your winning project photos displayed at the *Evening of Excellence*, the NARI Home Improvement Show, *Remodel Ohio - NARI's Remodeling Guide and Membership Directory*, and other various publications.
 - **What Products Did You Use?** – Be sure to include a 100 word (or less) description summary of your project as well as the list of materials used. This information is important in that, winners may receive coverage in publications as a result of NARI's alliance with selected media sources. In order to get coverage, we need to be able to provide these companies information about the products you used in the project.
4. Only entries that have never been previously awarded a NARI Greater Cleveland CotY are eligible.
5. All projects entered in CotY categories must be an improvement or addition to an existing structure. Entries for new structures will not be accepted except where specifically noted in the category description.
6. The same project may only be entered in one category – with the exception of the Green Project and/or Green Remodel categories. If you have a large, multi-area project, and would like to enter just a portion of it, you may break it down to meet the category criteria. For example, if your project included the remodel of an entire house, you can enter an Entire House category OR enter a kitchen category, an interior category, and two bathroom categories, etc. Keep in mind you will have to break out costs for each project on each entry form. If you enter your project in this way, you will not be able to enter any of the same remodeled areas again.

7. **PROJECT IMAGES:** Since your project cannot be judged in person, good quality photos are key elements in your presentation. Whether or not you use a professional photographer, please keep the following in mind:
- Take before photographs before the start of every project. If you make this a standard practice, you will be ready when the job you anticipated to be an average remodel turns out to be a CotY contender. Take these shots from many angles. Take photos for work-in progress if it will help show the complexity of the process or the obstacles encountered.
 - Take the After shots from the same angles as the before photos whenever possible. This helps give the judges a good perspective of the transformation and it's helpful if the judges can see these photos consecutively. Include both vertical and horizontal photos. If your project is published it stands a better chance of being featured on a magazine cover if the editors have vertical shots from which to choose.
 - Only include photos that will enhance the project entry. Although you have 30 pages to display the project, you don't need to use them all. Any photo enhancement is limited to brightness, contrast, or sharpness. No items may be added or removed through photo enhancement techniques. Do not add or subtract items, or change the image in a way that may increase or decrease the value of the project.
8. All entry fees are nonrefundable, non-transferable, and cannot be carried over to subsequent years.
9. **DEADLINE FOR ENTRIES** are due to be completed and uploaded in PDF format by end of day Monday, December 17, 2018 in the appropriate Dropbox folder.
10. **ENTRIES** must be submitted in PDF format and can be up to 30 pages long. The file can be up to 15MB. We suggest using PowerPoint, Publisher, or Word to build your entry, then save to PDF format.
- You will receive an email with a link to your Dropbox folder with your Company Name, as well as instructions on how to access your folder.
 - *If you do not already have Dropbox on your computer, please use the link that will be provided in your email to install it.*
 - If you have more than one Coty Entry, we will set up subfolders, one for each entry within the 'Company Name folder'. Do not put multiple entries into one folder.
 - Click on "View Folder" to go to your entry folder, then "Accept". From this screen, you can "Drag and Drop" your Coty entry forms, PDF, and pictures from your computer into the shared folder (or click on the [+] Upload button at the top of the page to upload the files.
 - **REMEMBER** that your Coty Entry/Homeowners Release, Photographer's Release and "What Product Did You Use" Forms (SEE #3) must be in a separate PDF from your actual CotY entry PDF (which is not to exceed 30 pages). And we still need individual photos.
 - We need all the images you included in your project presentation, and they should be dropped in the same Dropbox folder as the corresponding entry. These images will be used for our awards presentation and promotion purposes; the judges will not view these.
 - Each image must be a high quality resolution of at least 300 dpi, a minimum size of 4x6 (1200 x 1800 pixels), and no larger than 10 MB each. (1MB is an ideal size).
11. Your official CotY entry that will be reviewed by the judges is to be no more than 30 pages
- **DO NOT** include the company name or any individual's names in your presentation.

- **The first page of the presentation must include the total project cost in the upper right corner.** This total must match the total on the CotY Entry/Homeowner Release form. Cost is defined as contract price, all extras, change orders and the fair market value of materials and products that were purchased, sweat-equity and in-kind services provided, and/or any subcontract work. The cost of all homeowner provided products, services, or labor should be included in this cost. All mark-ups and profit should be included in the cost provided. For member-owned projects, costs should include normal mark-ups as if the project was contracted to an outside client.
- The first page should also include a brief summary of your project with the following points listed:
 - Describe the client's needs and desires.
 - How did you meet those needs?
 - How does the project enhance the existing structure functionally?
 - How does the project enhance the existing structure esthetically?
 - What skill/craftsmanship is evident?
 - Are innovative uses of materials evident, or were any described and noted?
 - Describe any obstacles and/or safety issues and how they were resolved.
- The remaining pages are for text, photos and captions describing the project (*tell the story*). Use this space to help lay the groundwork for the judges.

DEADLINES for 2019 CotY for NARI Greater Cleveland:

REQUEST FOR ONLINE ENTRIES – November 30, 2018

SUBMIT COMPLETED ONLINE ENTRY FOR JUDGING – December 17, 2018

QUESTIONS? Call Susie Wodarczyk at (216) 631-7764 Ext. 304
Email: susiew@NARIncleveland.com.

AWARD CATEGORIES

NOTE: **Cost is defined as** contract price, all extras, change orders and the fair market value of materials and products that were purchased, sweat-equity and in-kind services provided, and/or any subcontract work. The cost of all homeowner provided products, services, or labor should be included in this cost. All mark-ups and profit should be included in the cost provided. For member-owned projects, costs should include normal mark-ups as if the project was contracted to an outside client.

RESIDENTIAL

RESIDENTIAL ADDITION: *Under \$1050,000; \$50,001 - \$100,000; \$100,000 to \$175,000; \$175,001 to \$250,000; Over \$250,000*

Best residential addition with a total project cost of, one of the above stated dollar amount categories. Includes, but is not limited to, **additions, add-a-levels, or attic build-outs, which increases livable space of the existing home.** The project cannot have changed the exterior footprint or elevations of the existing residential structure in more than one location. Interior and exterior photos may be used.

RESIDENTIAL BASEMENT: *Under \$50,000; Over \$50,000*

Best basement conversion with work that must be done within the existing walls of a residential structure. Additions are excluded from this category. Only interior photos may be used.

RESIDENTIAL BATH: *Under \$15,000; \$15,000 to \$30,000; \$30,001 to \$45,000; \$45,000 - \$60,000; \$60,001 to \$75,000; \$75,001 to \$100,000; 100,001 to \$250,000; Over \$250,000*

Best residential bath remodel with a total project cost of one of the above stated dollar amount categories. Only interior photos may be used.

ENTIRE HOUSE: *Under \$100,000; \$100,001 - 250,000; \$250,000 to \$500,000; \$500,001 to \$750,000; \$750,001 to 1,000,000; Over \$1,000,000*

A project, with a total project cost of one of the above stated dollar amount categories, that remodeled or renovated a substantial portion of the entire residential house, inside and outside, or where multiple additions and/or style changes in footprint or elevation have been made in more than one location.

RESIDENTIAL EXTERIOR: *Under \$50,000; \$50,001 - \$100,000; \$100,000 to \$175,000; \$175,001 to \$250,000; Over \$250,000*
Under \$100,000; \$100,000 to \$250,000; Over \$250,000

Best exterior project with a total project cost of one of the above dollar amount categories. Includes, but is not limited to, alterations to the exterior of a residential building such as **porticos, porches, pagodas, outdoor kitchens, decks, glass or screen enclosures or greenhouse rooms (unconditioned spaces), windows, dormers, and exterior resurfacings like siding, stucco, etc. which enhances the overall appearance of the exterior.** NOTE: Only exterior photographs may be used.

Also included may be detached structures such as **garages, pool houses, studios, guesthouses, sheds, gazebos, pavilions, etc.** NOTE: Interior and exterior photos may be used if the entry is a detached structure.

RESIDENTIAL EXTERIOR SPECIALTY

This category represents a special exterior element of a project. It includes, but is not limited to such projects as:

Arbors	Outdoor Lighting
Columns	Best Use of Lighting Control Systems
Decks	Pagodas
Driveways	Patios & Terraces
Fences & Gates	Retaining Walls
Fountains & Water Features	Swimming Pools & Spas
Free-Standing Fireplaces	Trellises
Other Masonry Elements	Walkways

Only exterior photos may be used. The residential exterior specialty must be specified in the entry materials and in the descriptive text in order to qualify.

RESIDENTIAL HISTORICAL RENOVATION/RESTORATION: Under \$250,000; Over \$250,000

The renovation/restoration of the interior and/or exterior of a residential structure, or addition to a residential structure, originally built at least 75 years ago. Any and all changes are to have closely matched architectural style and building type. Any and all products used are to be of a material authentic in style to the area in which the building was originally built, paying special attention to period trim detail and period coloring. Restoration of missing historic features and added structures are to respect the essential historic character and architectural style of original building design.

RESIDENTIAL INTERIOR: Under \$50,000; \$50,001 - \$100,000; \$100,000 to \$175,000; \$175,001 to \$250,000; Over \$250,000

Best residential interior remodel with a total project cost of one of the above stated dollar amount categories. Includes, but is not limited to, such projects as **family or recreation room remodeling, attic or basement conversions, etc.** Work must be done within the existing walls of a residential structure. This category does not include room additions. Only interior photos may be used.

RESIDENTIAL INTERIOR SPECIALTY: Under \$30,000; Over \$30,000

This category represents one special interior element of a total project cost of one of the two above stated dollar amount categories (i.e. Under \$30,000 or over \$30,000). It includes, but is not limited to such projects as **railings and columns; brick, stone and masonry work; tiling; air conditioning and heating; fireplaces; vestibules; insulation; kitchen hoods; glass block; wall finishes such as plaster; flooring; best use of lighting or lighting control systems, or home automation.** Work must have been done to the interior of an existing residential structure, and only interior photos may be used. The residential interior specialty must be specified in the entry materials and in the descriptive text in order to qualify.

RESIDENTIAL KITCHEN: Under \$15,000; \$15,000 to \$30,000; \$30,001 to \$45,000; \$45,001 to \$60,000; \$60,001 to \$75,000; \$75,001 to \$100,000; \$100,001 to \$250,000; Over \$250,000

Best residential kitchen remodel with a total project cost of one of the above stated dollar amount categories. Only interior photos may be used.

RESIDENTIAL LANDSCAPE DESIGN: Under \$60,000; Over \$60,000

Best landscape design project that includes, but is not limited to, landscaping, pathways, patios, etc. Work is not exclusive to existing structures. Only exterior photos may be used.

NON-STRUCTURAL HOME IMPROVEMENT

Included, but is not limited to, such projects as **specialty wall coverings (new painting techniques, faux painting), floor coverings, interior design principles, etc.** Work must have been done to an existing residential structure. The Non-Structural Home Improvement must be specified in the entry materials and descriptive text in order to qualify.

RESIDENTIAL UNIVERSAL DESIGN

The residential universal design category will consider changes in residences that make them usable by people of all ages and physical capabilities. Projects can include, but are not limited to, **accessible entrances, modified floor plans, barrier-free kitchens and baths, and use of “smart home” technology.** Emphasis will be on using products and design to create invisible solutions that blend with the surroundings. Clearly indicate both the problem and solution to the accessibility problem for evaluation of stated goals.

LIGHT CONSTRUCTION (New or Remodeled)

Interior/exterior remodeled construction or new construction performed on or for a commercial or residential structure. Exterior and interior photos may be used. Includes, but is not limited to, such projects or operations as **cosmetic facelift; siding, roofing, insulation; window, door; railing, columns, brick, stone, masonry work; tiling; solar panels; HVAC; foundation repair; heating; gutters, and leaders; etc.**

BEST GREEN RESIDENTIAL REMODEL

Entries will be judged on **use of eco-friendly building materials** such as recycled, non-toxic, and or sustainable products as well as what steps were taken in reducing and or recycling waste – -- The main focus being Reduce/Reuse/Recycle in a cost-effective manner. Project includes but is not limited to any addition, bath, kitchen, interior or exterior remodeling category. Green projects

BEST GREEN RESIDENTIAL PROJECT

Entries will be judged on **use of eco-friendly products** that makes the residence more energy efficient, non-toxic, and/or self-sustaining – The focus is to create an environment that will leave a lower ‘carbon footprint’ on the planet. Such projects to include but are not limited to: **HVAC,**

Lighting, Roofing, Siding, Solar Panels, Wind Turbines, Windows, etc. Including a comparison of before/after (or projected) energy costs is recommended.

COMMERCIAL

COMMERCIAL INTERIOR

Remodeling performed within the existing walls of a commercial structure. Clearly define the type of client and the client's needs in the project description. Only interior photos may be used.

COMMERCIAL EXTERIOR

Remodeling performed on the exterior of an existing commercial structure where the building footprint or elevation has been changed. Clearly define the type of client and the client's needs in the project description. Only exterior photos may be used.

COMMERCIAL SPECIALTY

Includes, but is not limited to, such projects or operations as **cosmetic facelift; siding, roofing, insulation; window, door; railing, columns, brick, stone, masonry work; tiling; solar panels; air conditioning, heating; gutters and leaders, etc.** Work must have been done to an existing commercial structure. Clearly define the type of client and the client's needs in the project description. The commercial specialty must be included on your entry form and in the descriptive text to qualify.

COMMERCIAL UNIVERSAL DESIGN

Changes in commercial facilities that make them usable by people of all ages and physical capabilities. Projects can include, but are not limited to, **accessible entrances, modified floor plans, and barrier-free design.** Emphasis will be on using projects and design to create invisible solutions that lend with the surroundings. Clearly indicate both the problem and solution to the accessibility problem for evaluation of state goals.

BEST GREEN COMMERCIAL REMODEL

Entries will be judged on **use of eco-friendly building materials** such as recycled, non-toxic, and or sustainable products as well as what steps were taken in reducing and or recycling waste -- The main focus being Reduce/Reuse/Recycle in a cost-effective manner. Project includes but is not limited to any interior or exterior remodeling category.

BEST GREEN COMMERCIAL PROJECT

Entries will be judged on **use of eco-friendly products** that makes the residence more energy efficient, non-toxic, and/or self-sustaining – The focus is to create an environment that will leave a lower ‘carbon footprint’ on the planet. Such projects to include but are not limited to: **HVAC, Lighting, Roofing, Siding, Solar Panels, Wind Turbines, Windows, etc.** Including a comparison of before/after (or projected) energy costs is recommended.

TEAM CATEGORIES

Team projects are limited to three (3) companies per entry. Companies may include contractor, sub-contractor, supplier, or manufacturer. Entry fees for team projects are \$300 each.

TEAM ADDITION

Best residential team addition includes, but is not limited to, **additions, add-a-levels, or attic build-outs, which increases livable space of the existing home.** The project cannot have changed the exterior footprint or elevations of the existing residential structure in more than one location. Interior and exterior photos may be used.

TEAM BATH

Best team residential bath remodel. Only interior photos may be used.

TEAM KITCHEN

Best team residential kitchen remodel. Only interior photos may be used.

TEAM EXTERIOR

Best team residential exterior project includes, but is not limited to, alterations to the exterior of a residential building such as **porticos, porches, pagodas, outdoor kitchens, decks, glass or screen enclosures or greenhouse rooms (unconditioned spaces), windows, dormers, and exterior resurfacings like siding, stucco, etc. which enhances the overall appearance of the exterior.** NOTE: Only exterior photographs may be used.

Also included may be detached structures such as **garages, pool houses, studios, guesthouses, sheds, gazebos, pavilions, etc.** NOTE: Interior and exterior photos may be used if the entry is a detached structure.

TEAM INTERIOR

Best team residential interior remodel includes, but is not limited to, such projects as **family or recreation room remodeling, attic or basement conversions, etc.** Work must be done within the existing walls of a residential structure. This category does not include room additions. Only interior photos may be used.

2019 CotY Awards – ‘ONLINE’ ENTRY

FREQUENTLY ASKED QUESTIONS

1. *When is this year’s deadline?*

All ONLINE ENTRIES must be completed and uploaded in the appropriate Dropbox folder no later than end of day Friday, December 17, 2018.

2. *Do I have to use a professional photographer to take the photos?*

No. It is not required, but better quality photographs show the most detail and give a better impression overall. Remember, you are trying to convince a panel of judges that your entry should be selected as a winner, so even if you don’t use a professional, use the best quality photos possible, particularly your “after” photos.

3. *Do I have to include “before” photos or will “after” photos alone be sufficient?*

“Before” photos are required. It is not possible to see transformations if photographs of how the area looked prior to remodeling are not included. Get in the habit of taking “before” pictures at the beginning of every project. What began as an average project, just might turn out to be your best work. Also, taking your “before” and “after” photos from the same angle illustrates the dramatic transformation and helps the judges view the project’s transition more effectively.

4. *Do I have to get the Homeowner’s Signature on the Official Coty Entry/Homeowner Release form for every entry?*

Yes. This form must be filled out for every entry and the homeowners must sign where indicated and verify the project cost. The contractor’s signature on this form needs to be notarized.is also required.

5. *Is my fee refundable if I decide not to enter the competition after receiving the packet?*

No. Once the ENTRY binder is purchased, **no refunds will be issued.** Entry fees Binders cannot be carried over to subsequent years, awards, and/or events..

6. *How do I determine in which category to enter my project?*

Read the category criteria very carefully and don’t forget to check out the Specialty, Green, and Light Construction categories that are very broad and cover unusual types of projects.

7. *Can I find out if I have won an award prior to the Evening of Excellence?*

You will be notified by mail, if you are a CotY Award winner. However, your placement winning place (i.e. 1st, 2nd or Honorable Mention) will only be announced at the Evening of Excellence Awards Program to be held at the Westin Cleveland Downtown on March 15, 2019.

2019 CotY Awards CHECKLIST

Use this checklist to be sure you have completed and included all program/entry requirements.

- ☐ Are you a NARI member in good standing? Have your dues been received at the NARI office?
- ☐ Was the project completed between December 1, 2016 and November 30, 2018?
- ☐ Are the following **entry forms filled out completely and in a separate PDF from your CotY Entry included in the first sleeve** of your binde?
 - ☐ **Entry Form/Homeowner Release**, including the category, project cost, and all other required information
 - ☐ **Photographer's Release**
 - ☐ **What Products Did You Use**, including your Project Summary (100 words or less)
- ☐ Have you uploaded one high quality set of a before and after photo (pictures taken from the same angle) as separate JPG files in the Dropbox entry folder?
 - ☐ Is each image in high quality resolution of at least 300 dpi, and no larger than 10 MB each? NOTE: *1MB is an ideal size.*
- ☐ Is the CotY PDF entry limited to 30 pages and 10 MB?
- ☐ **Does your CotY PDF** include a one-page summary with the following information, as applicable:
 - ☐ Total Project Cost listed at the top right-hand corner of the page
 - ☐ Describe the client's needs and desires.
 - ☐ Show that those needs were met.
 - ☐ Describe how the project enhances the existing structure functionally.
 - ☐ Describe how the project enhances the existing structure aesthetically.
 - ☐ Describe skill/craftsmanship displayed in project.
 - ☐ Describe innovative uses of materials that are evident
 - ☐ Describe any obstacles, difficult challenges and how they were resolved (i.e. site constraints, safety issues)
- ☐ Did you provide the client's testimonial? *(Optional, but preferred)*
- ☐ Have you included both "before" and "after" photos in your entry with captions describing each?
- ☐ **Have you confirmed that you removed, eliminated or completely hidden your name, logo, company name, etc. from all pages within your CotY Entry PDF?**
- ☐ Will you have your CotY PDF uploaded in the appropriate/corresponding Dropbox file by end of day **Friday, December 18, 2018?**

The Judging Process

In many instances, the difference from a 1st Place, 2nd Place, and/or Honorable Mention award can be as close as a fraction of a point. Don't let point deductions place another entry ahead of yours. Careful review of the following pages and forms for accuracy and completeness will keep you off the violation list. Violations and disqualifications are at the judge's discretion.

The Judging Process

A CotY Award Winner is an entry that demonstrates remodeling excellence. Judges need to evaluate the balance of good marketing and the execution of a quality remodeling project. They use the following guidelines to evaluate each entry and compare them to each other. Please note that they are not required to present First Place Winners, Second Place Winners and Honorable Mention awards in every category. The following guidelines are intended as general direction in helping the judges compare the entries:

First Place Winner	<i>An outstanding or insightful approach or result. Significantly better than average.</i>
Second Place Winner	<i>Better than average approach or result of the entries submitted based on criteria.</i>
Honorable Mention	<i>Above average approach or result of the entries submitted based on criteria.</i>

Judging

All entries will be reviewed by category to assign a point value to each entry. There will be no discussion among the judges about the entries before or during the judging process, nor do they see other judge's score sheets. The total number of points will determine the place of the winners (First Place, Second Place, Honorable Mention, etc.).

Helpful Hints

Be sure to answer all of the following questions that are pertinent to your project on your one-page summary and/or within your entry to ensure that all information being judged is included:

- ☐ Describe the client's needs and desires.
- ☐ How did you meet those needs?
- ☐ How does the project enhance the existing structure functionally?
- ☐ How does the project enhance the existing structure esthetically?
- ☐ What skill/craftsmanship is evident?
- ☐ Are innovative uses of materials evident, or were any described and noted?
- ☐ Describe any obstacles and/or safety issues and how they were resolved.

The following is an example of a judge's ballot. The sub-questions in each section are meant to stir the judges' thought processes and may not apply for each entry. This ballot may be modified as deemed necessary.

Review Your Work

Entries may receive POINT DEDUCTIONS (two points per violation), or worse - disqualified, due to not adhering to a few simple rules. Reasons for point deductions may include:

- Entry received after deadline
- Duplicate entry-the same portion of a project was featured in more than one entry
- Project finish date is outside of time frame
- Project does not contain any before photos
- Photo alterations or enhancements beyond changing brightness, contrast, or sharpness
- Project cost not shown on first page of entry
- Binder cover page provided was not used
- All required signatures or forms not provided
- Project completion date not provided
- **Photo files are not uploaded in separate files in Dropbox folder.**
- Entry exceeded page limit
- Member identity revealed in entry or people included in photographs

Judge's Name _____ Category _____

2019 CotY Awards -

JUDGES BALLOTING CRITERIA

Please score all entries on a scale of 1 to 10 - with **1** being the **lowest** and **10** being the **best** and most positive score to be received. Be sure to include comments whenever possible.

LOWEST ----- BEST

AESTHETIC APPEAL ALL CATEGORIES**1. Were the expressed needs of the client met?**

- Did the entry describe the client's needs and desires?
- Did the contractor show that those needs were met?

1 2 3 4 5 6 7 8 9 10

2. Does the project enhance the existing structures functionally?

- Do the room's new floor plans function well?
- Is the counter space or work area adequate to perform necessary tasks?
- Is there good traffic flow?
- Is safety addressed adequately?
- Are the materials functional?
- Is lighting address – both general & task?

1 2 3 4 5 6 7 8 9 10

3. Does the project enhance the existing structure aesthetically?

- Keep in mind the following design criteria:
 - Line & rhythm, continuity & repetition, texture, color & contrast, symmetry & balance, emphasis

1 2 3 4 5 6 7 8 9 10

4. Is there evidence of superior craftsmanship?

- Moldings, woodwork, stairs, cabinetry, countertops, tile, glass, marble, metal, stone, masonry, other...

1 2 3 4 5 6 7 8 9 10

5. Were innovative uses of material and/or methods of construction used in the project?

- Are innovative uses evident, or were any described and noted?

1 2 3 4 5 6 7 8 9 10

6. Did the contractor overcome difficult obstacles?

- Were difficult obstacles encountered as described by the contractor and overcome in a creative way?

1 2 3 4 5 6 7 8 9 10

TOTAL POINTS (MAX. 60) _____**RESIDENTIAL HISTORIC RENOVATION/RESTORATION - only****7. Were original uses of materials duplicated in the project?**

1 2 3 4 5 6 7 8 9 10

8. Were methods of application used to improve or enhance the original style of the structure?

1 2 3 4 5 6 7 8 9 10

ADDITIONAL POINTS FOR THIS CATEGORY TOTAL POINTS (MAX. 20) _____**GRAND TOTAL POINTS ((MAX. 60, or 80 if Historic Category)) _____**

JUDGES COMMENTS:



2019 NARI Greater Cleveland CotY Official Entry Form/Homeowner Agreement

ALL ENTRANTS MUST BE NARI MEMBERS IN GOOD-STANDING

COMPANY NAME _____

CONTACT NAME (The person we will communicate with about this entry) _____

COMPANY ADDRESS (NO PO Boxes please) _____

CITY _____

STATE _____

ZIP _____

PHONE _____

FAX _____

PROJECT OWNER'S NAME: _____ PROJECT TOTAL COST \$ _____

FULL PROJECT ADDRESS: _____ PROJECT FINISH DATE ____ / ____ / ____
(We never share project owner info) (Must be between 12/01/2016 – 11/30/2018)

PROJECT CATEGORY: _____

HOMEOWNER VERIFICATION AND AGREEMENT

Property owner authorizes and consents that any and all photographs taken of its, his or her premises by the contractor, or their agents, it suppliers, and manufacturers may be used by any or all of them, and the National Association of the Remodeling Industry, its chapters and affiliates (collectively "NARI"), without limitation or restriction in any awards competition, promotion or advertising, and consents that said photographs may be reproduced by any means whatsoever, including electronic transmission, for publication, advertising, distribution and display at any time after the completion date. The project total cost includes the contract price, all extras, change orders and the fair market value of materials and products that I purchased, and sweat-equity and in-kind services provided, and/or any subcontract work. I have contracted with the contractor listed as the entrant on this project and that contractor had complete oversight, and supervisory responsibilities for the work completed (not applicable for specialty entries). My signature below constitutes my verification that the information regarding the project is truthful and accurate.

PROJECT OWNER'S SIGNATURE _____

DATE _____

CONTRACTOR AGREEMENT

I agree that if my entry is selected as a winner, all promotion, advertising, business stationery and/or marketing literature used by me or my organization, or my assigns wherein the award is mentioned, will clearly state the title of the award, the level of award (local, regional or national winner), the category and the year in which the award was presented. I understand that the National Association of the Remodeling Industry, its chapters and affiliates (collectively "NARI") assumes no responsibility for loss or damage of any materials submitted. I consent to NARI using my name, photograph and other submission materials in connection with the NARI awards program. I hereby affirm that all facts and materials set forth herein are true to the best of my knowledge and belief, and that all required work relevant to this application and the materials furnished thereto were performed and furnished by the undersigned, except where otherwise specifically set forth.

I certify that the photographs of the project are accurate and have not been altered in any way except for alterations in brightness, contrast, or sharpness. I understand that NARI reserves the right to review the project contract, and I will provide upon request. I also affirm that I have read and agree to all the rules, regulations, and guidelines of the NARI awards program, the Code of Ethics, and the NARI's Standards of Practice for the Remodeling Industry and agree to be bound to all decisions made by NARI. I understand that entry fees, once received by NARI, are not refundable, transferable, and cannot be carried over to other NARI programs, awards or otherwise.

CONTRACTOR'S SIGNATURE _____

DATE _____

PHOTOGRAPHER'S RELEASE and AGREEMENT

The following release must be completed by the photographer

Being the legal owner of the photographs taken of the premises at _____

(PROJECT ADDRESS)

for the National Association of the Remodeling Industry awards competition, I hereby consent to and authorize the National Association of the Remodeling Industry, its chapters, affiliates, agents and/or its assigns (collectively "NARI") to photograph, use, print, reprint, and publish any and all of my photographs and reproductions thereof on a royalty-free basis. These photographs may be reproduced in any print or electronic medium (now existing or hereafter developed). I further consent that the photography taken by me and submitted as part of this entry, with or without accompanying editorial matter, may be used for the purpose of promoting NARI and its programs and services, without limitation in any publications, displays and exhibitions.

I hereby confirm that any enhancement of these photographs has been limited to alterations in brightness, contrast, or sharpness. No items have been added, modified or removed from the photographs through photo enhancement techniques.

I hereby release NARI and its agents from any and all liability arising out of or in connection with any use of the photographs.

My signature below constitutes my verification that the information regarding the project is truthful and accurate and that I understand that the entry may be disqualified for any breach of this verification.

ACCEPTED AND AGREED:

By:

(SIGNATURE OF OWNER OF PHOTOGRAPHS)

Company Name: _____

Address:

Date: _____

What Products Did You Use?

CotY Award Winners may receive coverage in publications as a result of the NARI’s alliance with selected media sources. In order to get coverage, we need to be able to provide these companies information about the products you used in the project. Please complete the following form listing the products you used in the project. Include as many products as possible.

<i>Product</i>	<i>Manufacturer</i>	<i>Reason It Was Chosen</i>

PROJECT SUMMARY

Entrants will need to provide a brief project summary (100 words or less) to describe their project. In the event this project is a CotY Winner, this summary will be used to describe the project on NARI websites, social media, Houzz, and other publications.