

REDMOND SPOTLIGHT 20

View-Only Application Guide

Prepare your application before you apply online.
This guide includes the questions and instructions from the official online application to help you draft your responses before submission.

Application Deadline:
Monday, August 24, 2026

How to Use This Guide

Thank you for your interest in the inaugural **Redmond Spotlight 20**.

Redmond Spotlight 20 honors twenty businesses, nonprofits, and community organizations helping shape Redmond's future. Organizations of all sizes are encouraged to apply.

Applicants complete **one application** and are **not required to select an Area of Recognition**. As part of the review process, OneRedmond will place each selected organization in the Area of Recognition that best aligns with its work, impact, and contribution to Redmond.

This guide includes the questions and instructions from the official online application to help you prepare your responses before completing the online application.

Please note: The online application does not currently support saving drafts and should be completed in one session. We encourage applicants to prepare their responses in advance using this guide.

This guide is provided for reference only and cannot be submitted as an application.

Applications must be submitted through the official online application.

For complete program information, eligibility requirements, FAQs, and to apply online, visit: <https://oneredmond.org/redmondspotlight20/>

Application Deadline: Monday, August 24, 2026

Questions? Contact us at spotlight20@oneredmond.org

REDMOND SPOTLIGHT 20 APPLICATION

Thank you for your interest in the inaugural Redmond Spotlight 20.

Redmond Spotlight 20 will honor twenty businesses, nonprofits, and community organizations helping shape Redmond's future. Organizations of all sizes are encouraged to apply.

Applicants complete one application and are not required to select an Area of Recognition. As part of the review process, OneRedmond will place each selected organization in the Area of Recognition that best aligns with its work, impact, and contribution to Redmond.

Areas of Recognition

- Building Redmond – Growth, Investment & Development
- Connecting Redmond – Community, Partnerships, Engagement & Mobility
- Inspiring Redmond – Innovation, Leadership & Entrepreneurship
- Growing Redmond – Education, Workforce, Childcare & Well-being
- Experiencing Redmond – Arts, Culture, Hospitality & Recreation

Estimated completion time: 10–15 minutes

Application deadline: Monday, August 24, 2026

ORGANIZATION INFORMATION

Please provide basic information about your organization. Fields marked with an asterisk (*) are required.

Organization / Business Name* _____
Enter the name of your organization

Address*
Street Address _____
Street Address Line 2 _____
City _____ State _____ Zip Code _____

Website (if applicable) _____
Enter your organization's website URL (e.g., www.organization.org)

Year Founded / Established* _____
Enter the year your organization began operations

Total People Employed by Your Organization* _____
Please include full-time, part-time, and owner(s). Approximate counts are sufficient

Total Redmond-based Employees* _____
Please include full-time, part-time, and owner(s) based in Redmond. Approximate counts are sufficient

Does your organization currently hold a City of Redmond business license?*

☐ Yes ☐ No

This question is for informational purposes only and is not used to determine eligibility. Most organizations engaging in business in Redmond are required to obtain a City of Redmond business license. If your organization does business in Redmond and does not currently have a license, please check the [City's licensing requirements](#). Organizations without a City of Redmond business license may still be eligible to apply if they can demonstrate a meaningful connection to Redmond and its community.

Primary Contact*

First Name: _____

Last Name: _____

Title: _____

Phone Number: _____

Primary Contact Email* _____

example@example.com

APPLICATION QUESTIONS

Tip: Draft your response in Word or another document before copying it into the online application.

Tell us about your organization and its connection to Redmond*

Include a brief overview of your organization, what you do, and how you contribute to the Redmond community.

What impact has your organization made in Redmond during the past 12–24 months?

Please include specific examples and measurable results whenever possible*

Describe how your organization has contributed to Redmond. Consider community engagement, customer service, partnerships, leadership, innovation, growth, workforce development, investment, arts and culture, education, environmental stewardship, or other meaningful accomplishments. Suggested length: 200–300 words. (approximately 8–12 sentences)

Why should your organization be recognized as part of the 2026 Redmond Spotlight 20?*

What contributions, impact, or qualities make your organization deserving of recognition as one of the inaugural Redmond Spotlight 20? Consider what sets your organization apart and how it is helping shape Redmond's future. Suggested length: 100–200 words (approximately 4-8 sentences)

SPOTLIGHT MARKETING MATERIALS

If your organization is selected, the following information and marketing assets will be used in **Redmond Spotlight 20** recognition and promotional materials, including the website, social media, news releases, event materials, and recognition announcements. Please upload your organization's logo and photos with your application to help us recognize and promote your organization if selected.

Marketing Contact (if different than Primary Contact)

First Name: _____

Last Name: _____

Title: _____

Email: _____

Phone: _____

Organization Spotlight Description*

If selected, what would you like the public to know about your organization? Suggested length: 50–75 words (2-3 sentences)

Social Media Profiles (Optional) - please share the social media profiles you would like us to tag or link to when recognizing your organization

Facebook: _____

Instagram: _____

LinkedIn: _____

Other: _____

Organization Logo (Recommended)

Prepare logo file for upload

Upload a high-resolution version of your logo. Preferred file types: PNG, JPG, SVG, or EPS

Photos (Recommended)

Identify and prepare up to five photo files for upload

Upload up to five high-resolution photos that help tell your organization's story. Examples may include your team, products, services, programs, facilities, events, customers, or community involvement. By uploading photos, you confirm that your organization has permission to share these images for Redmond Spotlight 20 promotional and recognition purposes.

RECOGNITION REPRESENTATIVE

If your organization is selected, who will represent your organization and utilize your complimentary registration for the OneRedmond Annual Meeting and Redmond Spotlight 20 recognition breakfast on Thursday, October 22 from 7:15 – 9:15 a.m. at the Seattle Marriott Redmond

Recognition Representative*

First Name: _____

Last Name: _____

Title: _____

Email: _____

Phone: _____

CERTIFICATION & AUTHORIZATION

By submitting this application, you certify that the information provided is accurate and that you are authorized to submit this application on behalf of your organization. If selected, OneRedmond may use information, logos, photographs, website content, and excerpts from this application in Redmond Spotlight 20 promotional, recognition, and marketing materials.

Agreement*

☐ I have read and agree to the above certification and authorization

KEY DATES

- Applications Close: Monday, August 24, 2026
- Organizations Notified: September 8, 2026
- Public Announcement: September 14, 2026
- Recognition Breakfast: October 22, 2026

Please review your application before submitting. Once submitted, changes may require assistance from OneRedmond.

[Submit Application](#)