

# HOW TO PREPARE TO PARTICIPATE?

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Preparing to participate in the Housing Excellence Awards can be overwhelming. We have prepared this “How to” document to assist you in the pre-planning phase. Below is a list of the steps you should take to ensure that you have all that you require when it comes time to submit.

## 1. Homeowner’s Permission Form

The Homeowner’s Permission Form is how you request permission from your homebuyer to submit their home for an award. It is a requirement of any custom home or design, décor and renovation award submission. We have worked with CHBA National to create one form that can be utilized for both the local Housing Excellence Awards and the National Awards for Housing Excellence. [LINK TO FORM.](#)

## 2. Photography Preparation

Whether you’re working with a photographer or taking photos yourself, the attached shot list will assist you in ensuring you have all that you require to produce a great submission.

## 3. Confirm Eligibility

- A. The award year is November 1st – October 31<sup>st</sup> annually. This means that your project must have been completed between this time period to be eligible in the current award year.
- B. Entries submitted in previous years are not eligible for re-entry.
- C. You must be a member in good standing with the association to participate in the awards program.

## 4. Customer Choice Awards – Builder Members Only

The Customer Choice Awards recognize Builder Members who best deliver the assurance of quality in providing goods and/or services as judged by their customers. This category is made possible through a partnership with Avid Ratings. To participate, Builder Members must provide contact information for ALL closings in the current award year. An official spreadsheet is available for download on our website. **This award category has a separate submission deadline of the last weekday in September.**

[Visit our website for complete details on the Annual Housing Excellence Awards.](#)



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## THE SHOT LIST

- ✓ **Industry Award Category submission will allow a maximum of 5 supporting images per award. If you are submitting your sales team members for an award, a headshot will be required.**
  
- ✓ **New Home Projects will require images of the following:**
  - Front Exterior
  - Kitchen Image
  - Dining room
  - Main Living Area
  - Master Bedroom
  - Ensuite / Main Bathroom
  - Interior Foyer / Entrance

### **Additional Image allowances for New Home Project Awards:**

- Projects 2200 square feet and under are allowed 5 additional images
  - Projects over 2201 square feet are allowed 10 additional images
  - Apartment & Multi Family Projects are allowed 10 additional images
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- ✓ **Design, Décor & Renovation Projects will require the following:**

A maximum of 15 images to support the submission. A minimum of 2 of the images should be "before" images for renovation awards. "Before" images should be black and white for judges to easily identify them.

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### **IMPORTANT DATES:**

<b>AUGUST 1</b>	<b>ONLINE ACCESS TO SUBMISSION PLATFORM OPENS</b>
<b>NOVEMBER 1</b>	<b>SUBMISSION DEADLINE</b>
<b>DECEMBER 20</b>	<b>ALL SUBMISSION FEES ARE DUE IN FULL</b>
<b>JANUARY 8</b>	<b>FINALISTS ANNOUNCED</b>
<b>FEBURARY 8</b>	<b>AWARD PRESENTATION &amp; GALA</b>

