



Indiana Nursery and Landscape Association's

Annual Awards Program

Criteria and Application Forms

••• Awards of Excellence & Special Achievement Awards •••

Awards of Excellence Guidelines

These awards annually recognize those firms that have enhanced the Indiana environment with creativity and beauty through landscaping and horticulture.

CATEGORIES:

When establishing your category, you must consider the dollar value of the project. All direct costs of labor, material, equipment, subcontractors, etc. plus overhead and profit figures in the dollar value.

1. Residential Landscape Design/Build

- A. Under \$50,000
- B. Over \$50,000

Description: Landscape projects for single family or duplex residences. (Apartment projects and similar multi-family buildings must be entered in the Commercial category.)

2. Commercial Landscape Design/Build

- A. Under \$39,000
- B. Over \$39,000

Description: Includes commercial sites or institutional projects as well as multi-family residential projects.

3. Hardscape Residential Design/Build

- A. Under \$50,000
- B. Over \$50,000

Description: Hardscape projects for single family or duplex residences. (Apartment projects and similar multi-family buildings must be entered in the Commercial category.)

4. Hardscape Commercial Design/Build

- A. Under \$39,000
- B. Over \$39,000

Description: Includes hardscape projects for commercial sites or institutional projects as well as multi-family residential projects.

5. Special Projects

Includes any non-conforming horticulture/landscape projects of special merit or unusual character which does not more appropriately belong in one of the other categories. *Project examples include: Water features, lighting, maintenance, garden centers, erosion control, interiorscapes, restoration, etc.*

ELIGIBILITY:

- All INLA active members (except award committee members).
- A previous winning project can NOT be re-entered in the same category.
- Non-winning project may be re-entered in same category.
- All projects must include a completed entry form, written description and photos of the project (hard copy and electronic preferred), and entry fee.

ENTRY FEE: \$75 per project submission

ENTRY FORMAT:

Each project must include:

- Completed entry form**
- Entry fee (\$75)**, made payable to the Indiana Nursery & Landscape Association
- Project Submission in both printed and electronic format that includes a written description, photos, and if available, landscape plans of the project.**

Written description of project:

A descriptive text (500 words maximum) which explains the background for the project and takes into account potential problems and solutions, cost considerations, budget, and any constraints. Text **MUST** list the client's criteria for the project and budget considerations. Descriptive text should be saved as a Word document or a PDF with a filename that includes the project name only. Do not include your company name in the filename. Please include the project description in both the printed and digital submissions.

Photos of project:

- Print submission: Include a minimum of 10 and a maximum of 15 images in your printed submission. **Please remove any company logos** contained in the photos (such as on shirts or trucks) before submitting. If any photo contains your company logo that photo will not be forwarded to the judges.
- Electronic submission: Include a minimum of 10 and a maximum of 15 digital images, saved as JPEG files. Label images as 01_project name.jpg, 02_project name.jpg, etc. in the order you wish the judges to view your images. **Do not list your company name in the filename.** Please submit at least 3 images at high resolution (300 dpi or about 3 MB) for use in the INLA magazine and for display purposes. The complete electronic submission (photos and written description) may be submitted on CD or thumb drive.

Landscape plans

Submit both electronic and printed versions if available. **Please remove any company logos/names.**

Note: Incomplete entries or nonconforming entries will not be considered for awards.

SUBMISSION DEADLINE: DECEMBER 1

(All entry materials, fees, and forms due by this date.)

NEW DEADLINE!
December 1

NEW CATEGORIES!



Awards of Excellence – Additional Information

WHAT DO THE WINNERS RECEIVE?

- A plaque for winner and their client and a special presentation at the Indiana Green Expo.
- A cover feature on the *Indiana Nursery & Landscape News*.
- Posting on the INLA website (www.inla1.org) complete with photos for one year.
- A professional press release about their award.

JUDGING CRITERIA

Entries will be judged by submitted material only. Judging will be guided by the following considerations:

Design/Build Categories

- Overall excellence of design, selection, and appropriateness of materials.
- Degree of difficulty
- Installation techniques
- Craftsmanship
- Execution of construction details
- Maintenance considerations
- Finished appearance of the project as viewed through the use of photographs, images and presentation.

Special Projects Category

- Uniqueness
- Creativity
- Overall project will be judged on how well the project met the client's criteria or needs.
- Overall appearance of the project as viewed through the use of photographs, images, and presentation.

Consistency will be maintained in evaluation between projects within a category. Type, size, or cost of project will not be criteria for judging. Feedback will be provided for non-winners should they request it.

AWARD OF EXCELLENCE CONTENT SUGGESTIONS

- Entries should be comprised of a written description along with photos and optional plans, sketches, or graphical material.
- Photos//text/plans/CDs/thumb drives, etc. **must not include the entrant's name.** The entrant's name should only be included on the entry form. Entries are numbered to protect anonymity.
- Photos must be included in print and on digital submission (CD or thumb drive)
- The more description and detail given, increases your chances.
- Keep in mind that the overall goal of the contest is to promote high standards in landscape projects.

AWARD OF EXCELLENCE ENTRY TIPS

- The production of the Award of Excellence entry is a team effort.
- Take a lot of pictures so you can include 10 to 15 photos in your entry.
 - a) Different seasons
 - b) Different angles
 - c) Horizontal – for use in a 3-ring binder with sheet protectors
 - d) Vertical – *Indiana Nursery & Landscape News* might need one for the magazine cover, so make it a stunning one!
 - e) Remember: Block out company name, phone, address, owner(s) personal pictures.
- If project appears in the newspaper, ask publication to email a copy to you.
- Each picture should have its own description including plant list, unique requirements of the job, a little history, challenges, and solutions.
- Create it as a sales tool! And remember to have fun with it!

STUCK ON HOW TO PUT IT TOGETHER?

INLA Award of Excellence presentation consultations available by contacting the INLA office – 317-889-2382.

All photos and entries become the property of the Indiana Nursery and Landscape Association and may be returned.

Awards of Excellence ENTRY FORM

This program is designed to reward and recognize those firms that have enhanced, through landscaping and horticulture, the environment in the state of Indiana through creativity and beauty.

Please read guidelines before completing application form.

ONE FORM PER CATEGORY • DEADLINE DECEMBER 1



DEADLINE: December 1

1) PROJECT INFORMATION – PLEASE PRINT IN BOLD

Project Name: _____

Project Location: _____

Name of Individual(s)/Firm: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Role in Project: _____

2) CLIENT'S AUTHORIZATION:

Name (Print) _____

Signature _____ Date: _____

Applicant's Name (Print): _____ Date: _____

Applicant's Signature: _____

3) PLEASE SELECT THE APPROPRIATE CATEGORY AND SUBGROUP (if applicable) YOU ARE ENTERING:

_____ **1. Residential Landscape Design/Build**

A. Under \$50,000

B. Over \$50,000

_____ **2. Commercial Landscape Design/Build**

A. Under \$39,000

B. Over \$39,000

_____ **3. Hardscape Residential Design/Build**

A. Under \$50,000

B. Over \$50,000

_____ **4. Hardscape Commercial Design/Build**

A. Under \$39,000

B. Over \$39,000

_____ **5. Special Projects**

Includes any non-conforming horticulture/landscape projects of special merit or unusual character which does not more appropriately belong in one of the other categories.

Check if we may feature your entry at the Indiana Green Expo – even if you do not win.

4) MAIL YOUR ENTRY: Mail this form, along with the written description of entry, photos, electronic submission of your project, and the \$75 entry fee (per project, per entry) to:

Indiana Nursery and Landscape Association
7915 S. Emerson Ave., Suite 247, Indianapolis, IN 46237
Phone: 800-443-7336 • www.inla1.org
Deliveries must be made by appointment only. Thank you.

5) PAYMENT:

Make check(s) payable to: Indiana Nursery & Landscape Association (INLA) or

Pay by credit card (Master Card, Visa or Discover only). Please provide the following information printed clearly.

Name on card: _____

Card No.: _____ Exp. Date: _____ 3-Digit PIN: _____

Billing Address/City: _____ Zip Code: _____

••• **Special Achievement Awards** •••

Indiana Nursery and Landscape Association members are encouraged to submit suggestions for these three very special awards—Nursery & Landscape Achievement Award, Award of Merit, and the Indiana Nursery & Landscape Employee of the Year. Please take time to recognize the many deserving professionals for their contributions to our industry!

Nursery & Landscape Achievement Award

To be awarded annually to an individual with good standing in the industry who has given freely of his/her time for the strengthening of the green industry in Indiana. Nominations are voted on by the Awards Committee.

Award of Merit

To be given annually to a business, institution, job, or individual which the INLA feels has contributed significantly to our industry. Nominations are voted on by the Awards Committee.

Employee of the Year

To be given annually to an individual on staff at an INLA member business where he/she has significantly contributed to the growth of that business and its standing in the community. Five years minimum service required. Nominations are voted on by the Awards Committee. Please provide information about the nominee and his/her contributions.

Special Achievement Awards

DEADLINE: December 1

NOMINATION FORM

These awards are the most important awards presented by the Indiana Nursery and Landscape Association. Please take time to submit deserving candidates who meet the criteria listed above and the reason for nominating them.

Fax your nomination to the INLA office by December 1 / Fax: 317-889-3935.

NURSERY & LANDSCAPE ACHIEVEMENT AWARD

AWARD OF MERIT

INDIANA NURSERY & LANDSCAPE EMPLOYEE OF THE YEAR

SUBMITTED BY:

Your Name: _____

Deadline: December 1

**Fax completed form to the INLA office at: 317-889-3935 • Questions: info@inla1.org or 317-889-2382
Mail to: Indiana Nursery & Landscape Association, 7915 S. Emerson Ave., #247, Indianapolis, IN 46237**

