



Alaska Hotel & Lodging Association

Stars OF THE *Industry*
CELEBRATING 20 YEARS

2017 Awards Gala Nomination Form

Saturday, March 3, 2018

Dena'ina Center

Anchorage, Alaska

Brought to you by

Alaska Hotel & Lodging Association

NOMINATION DEADLINE
DECEMBER 15, 2017

NOMINATION FORM

The Stars of the Industry Awards program was created to honor and celebrate outstanding service and achievements in the hospitality industry. It recognizes employees, managers, properties and businesses that best symbolize the highest quality service of the industry. All nominees are judged on performance that goes above and beyond normal job responsibilities with outstanding or unusual service to the property, guests, customers or community.

Here's how it works

This awards program is open for anyone who wishes to recognize an industry employee, manager, property or supplier for his or her outstanding performance. The only criterion is that the nominee must be employed with or be a member property or business in good standing with AkH&LA. Each nomination category is further broken down by specific department and property size.

Please fill out the nomination form completely and provide supporting documents for each nominee. On a separate sheet of paper, please describe all the reasons why this nominee deserves this award. Use examples and as much specific information as possible: number of years with property or business, number of years in the industry, prior experience, other industry involvement, community activities, previous awards, etc. Specific examples or stories about the nominee that inspired the nomination are highly encouraged. Enclosed in this packet is a sample nomination letter that gives a guideline as to examples we are looking for. Contact your HR department or manager for support documents such as letters of recommendation from co-workers, managers and past guests, guest comment cards mentioning the nominee, clippings from newspapers or company newsletters, photos, etc. Please make sure you have the correct spelling of the star nominee's name, this is how the name will appear on the award. Additionally, check that you are selecting the correct category and department for your nominee.

Tell us about your Nominee:

Please print the correct spelling of the nominee's name clearly! This is how it will appear in the program and on the award.

Nominee's Name: _____

Current Position/Title: _____

Please include a pronunciation key

(example: Jose Martinez, Ho-zay Mar-tee-nez): _____

Company/Property Name: _____

Company/Property Address: _____

City: _____

State: _____

Zip: _____

For Rising Star Nominee's-Date of Birth: _____

Property General Manager: _____

GM Email: _____

General Entry Rules

- Nomination must be received by December 15, 2017.
- All programs and employees will be judged for work done in the calendar year prior to the event
- Complete this official entry form for each nomination. Make a copy of nomination and submit both copies to our office.
- Limit 2 Nominations per Category.
- Support materials such as letters, clippings, photos, videos etc., should be submitted in an organized, easy-to-judge format. No Sheet Protectors!
- All nominees must be a member or an employee of a member of AkH&LA in good standing. If you are unsure, please contact our office.
- All submitted materials become the property of AkH&LA and will not be returned.
- Nominees and properties will be notified of their nominations by February 1, 2018.
- Winners will be announced during the awards gala on March 3, 2018.
- Special Note on how to classify nominees in "supervisor" positions, (not considered manager and not an employee):

The Stars of the Industry Planning Committee recognizes that each hotel is unique and may include positions for supervisors, managers or both. The question arises as to whether this person should be classified as an employee or a manager. Because each hotel is different, the planning committee has elected to not specifically state where supervisors would fit into the nomination categories and leave that up to each hotel to determine specific department. If your supervisors are your managers for your hotel, then we recommend that you include them in the Manager section or if your supervisors are performing more of a role of an employee and you also have a management staff then we recommend you include them in the Employee section. Please feel free to call the AkH&LA office for additional advice.

Judging Process

Nomination Packets will be reviewed and a panel of judges from a group of professionals, outside the State of Alaska, will select the winners. The selection of winners is based solely on the information provided in each nomination packet. The more complete the nomination packet is the better chance your nominee has to be selected as a winner! Additionally, check that you are selecting the correct category, department and property size for your nominee. They will be competing in the category and department you select. Once the judging process has begun we CANNOT move categories if you selected the incorrect one for your nominee so please make sure to select correctly. All state winners for each category, department and property size will go on to compete nationally in the American Hotel & Lodging Association's Stars of the Industry Awards Program.

Person Submitting Nomination

Name: _____

Property/Company: _____

Telephone: _____

Please submit **two copies** to:

Alicia Maltby, Alaska Hotel & Lodging Association

330 E 4th Ave Suite 201 Anchorage, AK 99501

Phone: (907) 272-6201

Fax: (907) 272-1289

Email: alicia@akhla.org

NOMINATION CATEGORY OVERVIEW

Outstanding Employee of the Year

Recognizes exemplary professionalism and service by a line-level employee in a non-management position at a property or allied member business.

Outstanding Manager of the Year

Recognizes an employee in a management or executive position who has a proven track record of management excellence, industry involvement and community service at a property or allied member business.

Outstanding AkH&LA Member of the Year

Recognizes members who have demonstrated professionalism in operating a member property and have taken a leadership role in the industry by actively participating in association, community or industry programs. This is not an individual general manager award.

Rising Star Award

Recognizes and honors those emerging leaders in the industry under the age of 30 that exude enthusiasm and dedication to the lodging industry that goes above and beyond their normal job responsibilities. Nominee should demonstrate superior professional dedication, leadership and a fresh perspective to their job at an AkH&LA member company.

Spirit of Hospitality

Honors and celebrates an individual or group of individuals in the industry that exude enthusiasm and dedication to being responsive and giving to their peers, industry and/or local community. Examples can be a single person or a group of employees that work together to benefit local organizations, charities, fellow employees or service to any part of the community through a special project or joint undertaking with community groups for the benefit of their local area.

Choose the nomination category and department of your nominee:

Hotel Employee of the Year-Less than 150 Rooms

- Accounting & Administrative/Clerical (All accounting positions, assistants, coordinators, executive staff from ALL Departments)
- F&B (All servers, room service, bartenders, banquet staff, bussers, cashiers, dishwashers, stewards, set up, hosts, coat check, kitchen (ALL F&B))
- Front Office (PBX operators, front desk, reservations)
- Guest Services (Bell desk, concierge, valet, couriers, van drivers, lobby ambassadors)
- Housekeeping (Laundry, seamstress, inspector, uniforms, janitors, porters, houseman and supervisors)
- Housekeeping Room Attendants (Room attendants)
- Maintenance/Security (Maintenance or security)

Hotel Employee of the Year-More than 150 Rooms

- Accounting & Administrative/Clerical (All accounting positions, assistants, coordinators, executive staff from ALL Departments)
- Banquet (Banquet servers and banquet bartenders)
- Food & Beverage (Servers, room service and bartenders)
- Front Office (PBX operators, front desk, reservations)
- Guest Services (Bell desk, concierge, valet, couriers, van drivers, lobby ambassadors, spa & health club)
- Housekeeping (Laundry, seamstress, inspectors, uniforms and supervisors)
- Housekeeping Auxiliary (Janitors, porters & houseman)
- Housekeeping Room Attendants (Room Attendants)
- Kitchen (Cooks & prep cooks & line cooks)
- Maintenance/Security (Maintenance or security)

Hotel Manager of the Year-Less than 150 Rooms

- Accounting/Human Resources
- Food & Beverage
- Guest Services (Front desk, operations, guest services, spas, health clubs & gift shops)
- Housekeeping
- Maintenance/Engineering & Security
- Sales/Marketing

Hotel Manager of the Year-More than 150 Rooms

- Accounting/Human Resources
- Food & Beverage
- Front Office (Front desk & hotel operations)
- Guest Services (Guest services, spas, health clubs, pools, fitness & gift shops)
- Housekeeping
- Kitchen (Executive chef & sous chef)
- Maintenance/Engineering & Security
- Sales/Marketing

Outstanding Member of the Year

- Hotels with 150 rooms or less
- Hotels with more than 150 rooms

Distinguished Awards

- Rising Star of the Year
- Spirit of Hospitality