

NEWH Design Recognition Award* Nomination Guide

(*This optional award is for non-hospitality design projects such as: multi-family, student housing, private clubs open only to members (i.e. golf club), senior living, or a healthcare/medical-related facility. The chapter/region may name their local design award. **Chapters/Regions are NOT required to give this award**, it will be the decision of each chapter/region board. The board will decide on the nomination/submission open and deadline dates that work within their own chapter/regional calendar.)

NEWH Design Recognition Award is committed to recognizing the Interior Design firms as those firms who find the perfect balance of delivering exceptional design and generous support of NEWH in the regions they are within. This award recognizes non-hospitality design projects within the local chapter/region.

The Design Recognition Award will represent the top qualifying design firms within the local NEWH chapter/region's network of members. These design members inspire others to exceed the creative standards and reach for excellence while giving back with their involvement with NEWH.

The chapter/region can determine its own unique award name for this award (the award name should **not** include "TopID", "top", or "hospitality" as part of the name).

Award Program Eligibility

The NEWH Design Recognition Award program recognizes non-hospitality design work and the firm's commitment to its local NEWH chapter/region within the months of (dates to be determined by chapter/region).

The nomination process begins by the chapter/region board looking within their membership and inviting firms they believe meet the minimum requirements:

Minimum Criteria - **required**

- Current Membership (one person within the local firm must be a current voting member in good standing with NEWH – *(the NEWH chapter/region will confirm membership status from the online submissions, please contact NEWH Inc. office for assistance if needed)*)
- ONE (1) design project* completed by local firm within the **24-month period** prior to nomination (dates to be determined by chapter/region) with 150-word written narrative describing the projects' **unique design elements/attributes** that make the project distinct. ***Design (non-hospitality) projects can include any one of the following types of projects:** multi-family, student housing, private clubs open only to members (i.e. golf club), senior living, or a healthcare/medical-related facility.
- **PHOTO Requirement:** To qualify as a Design Recognition nominee, the firm **must** provide a minimum of 3 (maximum of 6) photographs of the ONE project submitted - along with a signed photo release (<https://newh.org/app/uploads/designrecognitionaward/Design-Recognition-Award-PhotoReleaseForm.pdf>) Photographs submitted must be a minimum 300 dpi resolution jpeg or tif file format. Renderings will NOT be accepted. *(*Chapter/Region boards will be required to acquire the images from the nominated firms for use during judging process. Nomination submissions that do not include all of the above should be considered an **incomplete** submission.*
- Firm must have an accessible website for qualification purposes.

Point Assignment (required for ALL qualified submissions)

- More than one NEWH member employed by the firm (2-3 members = 1 point; 3+ members = 2 points)
- Company involvement/support of local chapter/region (includes volunteer support, event/annual sponsorships, event attendance, participation in panels, hosting event space) – (no support = 0 points; minimal support = 1 point; average support = 2 points; exceptional involvement/support = 3 points)

- Active local BOARD or NEWH Inc. BOARD member (point for each board member from firm) *max 1 bonus point for voting board position, max 1 bonus point for NEWH Inc. board (2 total max points)*
 - Active local COMMITTEE or NEWH, Inc. COMMITTEE member (point for each committee member from firm) *max 1 bonus point for local committee position, max 1 bonus point for NEWH Inc. committee (2 total max points)*
 - Chapter Business Membership (Chapter Level Business = 1 point; Top Tier membership = 2 points)
 - List up to 6 design projects completed by **local** firm in the past 24 months (1-3 projects = 1 point; 4-6 projects = 2 points) *(2 total max points)*
 - List up to 8 design related publications or awards received by local firm related to design projects within 24 months – (dates to be determined by chapter/region) – noted on nomination form (1-4 publications/awards = 1 point; 5-8 publications/awards = 2 points) *(2 total max points)*
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Nomination Process

Design Recognition Award Nominations can be made as follows:

1. Any firm with a current NEWH Member can nominate themselves.
2. Chapter members should encourage eligible firms (who meet the minimum required criteria) to complete the nomination form or assist them in the process.
3. All nominations should be completed online (*contact the NEWH office for creation of the form and the form link*). The nominations will be forwarded to the local chapter/region's Design Recognition Award committee members.

Nominations forms/photography:

- The nomination form must be complete and all minimum eligibility requirements must be met to be considered for the Design Recognition Award.
- Chapter/Region board judging committee will be required to acquire the photographs from each nominated firm (minimum of 3 photographs – maximum of 6 photographs for the ONE project submitted by the firm), along with a signed photo release (<https://newh.org/app/uploads/designrecognitionaward/Design-Recognition-Award-PhotoReleaseForm.pdf>)
- The chapter/region can accept as many nominations as they'd like to consider for their final Design Recognition Award recipient*. NEWH encourages the chapter/region to seek out the best within their local area.

Nominations due to chapter/region for consideration and review: (deadline date determined by local chapter/region)

**NOTE: Chapter/Region can determine if there is one overall winner chosen, or if there are winners from various project categories – it will be the chapter's discretion for how many winners are awarded. The chapter/region is not required to give this award to all categories.*

Review Process/Judging

- Completed nomination forms are compiled and reviewed by chapter/region voting board members for consensus of the firm(s) chosen for the Design Recognition Award.
- Chapter/Region judging committee will be required to acquire the images from the nominated firms - To qualify as a Design Recognition Award nominee, the firm **must** provide a minimum of 3 photographs (maximum of 6) for the project submission that best depicts the project narrative provided. The Project photographs submitted must be a minimum 300 dpi resolution jpeg or tif file format, along with a signed photo release (<https://newh.org/app/uploads/designrecognitionaward/Design-Recognition-Award-PhotoReleaseForm.pdf>)
- The review process will be conducted using the Nomination Form, Judging Form, and submitted photographs. The Judging Form includes Minimum Required Criteria, as well as Point Assignments, to help narrow down the selection process.
- Nomination submissions that do not include all of the above should be considered an **incomplete** submission.

- Only voting board members are eligible to participate in the review and final vote of the Design Recognition Award firms (standard motion voting procedure must be applied). ***NOTE: If a voting board member is an employee of a firm being considered for the Design Recognition Award, he/she must remove himself/herself from the judging process. We suggest/ recommend that your judging committee is made of 3 voting board members with at least one from your EC (past president, VPs, secretary, treasurer) – regional groups can choose any voting board member.***
 - A vote will only be needed if there is a tie of points for 1 of the three finalist spots. If there is a “tie” (where more than one firm accrues the same amount of points), the voting board members must consider all the criteria and points assigned, and make the decision of which firm exceeds the minimum requirements and points more than the other.
 - All voting board members involved in the review and nomination process must be held to the highest level of professionalism and integrity while participating and conversing with the other review members. There will be no “favoritism” allowed in this process other than when discussing tied finalists in the specific criteria. No incomplete or late submittals should be considered.
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Ordering Award to Present to Winner

- The chapter/region will be responsible for the cost, order, and delivery and presentation of the award to its local winners.
 - NEWH, Inc. will provide the chapter/region with a link to order the actual award. The chapter/region can include its own unique award name on the award, along with the firm name, chapter/region name, and year awarded. (The award name should not include “TopID”, “top”, or “hospitality” as part of the name).
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Announcement of Design Recognition Award Winners

- The chapter/region board members involved in the review and nomination process should not discuss or release the names of the firms selected until the local NEWH chapter/region determines when/how to announce its winner.
- The Design Recognition Award can be given at the same event your TopID awards are given - however, please be sure there is a distinct difference in recognition for each award. Your TopID award recipients should receive elevated recognition, as this is the most important award that your chapter gives. Please remember that the TopID award directly drives membership for your chapter.
- The Design Recognition Award winner can be posted on your local chapter/region’s NEWH website page, in your chapter/region newsletter, and can be posted on your chapter/regional social media.