



## PRESENTATION CATEGORIES

- Residential Maintenance under \$10k
- Residential Maintenance \$10k and over
- Commercial Maintenance under \$30k
- Commercial Maintenance \$30k and over
- Residential Construction under \$25k
- Residential Construction \$25-\$75k
- Residential Construction over \$75k
- Commercial Construction under \$30k
- Commercial Construction \$30-\$75k
- Commercial Construction over \$75k

## SPECIALTY CATEGORIES

- Community Outreach (Green for Life)
- Design
- Lighting
- Stonework
- Unique Feature
- Water Feature
- New Company-under 3yrs. (any project!)

## **RULES for the Awards of Excellence Program**

1. Entrant must be a member in good standing at time of entry.
2. **IMPORTANT:** Each project may only be entered in a maximum of two (2) categories. Once in the Presentation category group and again in any (1) one Specialty category group.
3. LNB member companies may enter any project completed by their company past or present. Unsuccessful projects may be entered **every other** year, provided new photos are taken and a new description written.
4. Once a project has successfully won an award, it cannot be re-entered, except for construction projects which move forward to a maintenance category.
5. No entries will be accepted after midnight Jan 31, 2024 deadline.
6. The scoring guidelines provided by the CNLA require a minimum score of 75% before a project submitted can receive an award. The entry with the highest points above this threshold, as determined by the judges, will be deemed the winner and will be recognized in the Association's and CNLA publications and website where appropriate.
7. 3 winning entries will be submitted to the National Awards of Excellence. (please specify if you do not wish your entry to be forwarded to this next level) Although you can enter and win in the provincial awards for any work that you have done, national awards regulations do not allow for the member's property to be eligible.

**ENTRY DEADLINE: January 31, 2024- No entries will be accepted after the Jan. 31<sup>th</sup> deadline**



## APPLICATION FORM

An entry form is required for **each** project submitted. All information must be clearly typed or printed and emailed to the LNB office with all other entry information no later than Jan 31/2024.

Name of Entrant (Member Company): \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Entry Categories (please fill out a separate form for each category if entering more than one)

- Best Residential Maintenance: under \$10,000
- Best Residential Maintenance: \$10,000 and over
- Best Commercial Maintenance: under \$30,000
- Best Commercial Maintenance: \$30,000 and over
- Best Residential Construction: under \$25,000
- Best Residential Construction : \$25,000-\$75,000
- Best Residential Construction : over \$75,000
- Best Commercial Construction: under \$30,000
- Best Commercial Construction : \$30,000-\$75,000
- Best Commercial Construction : over \$75,000

The following awards can be entered on their own, or you can select one (only) as a component of a larger construction project submission.

- Specialty Award - Water Feature
- Specialty Award – Stonework
- Specialty Award – Lighting
- Specialty Award - Design only
- Specialty Award - Unique Landscape Feature
- Specialty Award - Community Outreach (Green for Life)
- New Company (under 3 years – any Project)



**Copyright Release of Digital Photos:**

*I (we) understand that upon submitting this application to LNB, the digital photos become the property of LNB. I (we) agree to give LNB permission to use the digital photos in award recognition or any other promotional activity that LNB is involved with.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Testimony:**

I (we) verify that all the information contained on this form and the attached entry information (outlined in the package) is accurate and that I have read, understood, and agree to abide by all the rules and procedures.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Award Trophy and Promotional Information:**

Please indicate the information exactly how it should appear on an award trophy or in presentations, websites, published association promotional material and/or media releases about the awards.

Name of Company: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Project City: \_\_\_\_\_



## Checklist

For each submission you must provide:

1. A completed **entry form**.
2. Letter of **permission to submit**, signed and dated by client.
3. A clear **description of the project** in 500 words or less
4. A clear indication of any project components not done by you.
5. A minimum of 10 - maximum of 25 **digital (jpeg format) photos**, numbered in order of viewing by judges. Highlight before, during and after for construction entries. Video may also be included.
  - a. **Image description list** (numbers corresponding with images, highlight one image for awards.
6. If submitting a maintenance entry, indicate the **time you have been maintaining** the property.  
(i.e. - Spring 2019-present)
7. Any **drawings** related to the project (all design drawings must be in PDF format)
8. **Budget and timeline**



## Design Award Special Instruction

### ENTRY CHECKLIST

The following should be included with entry:

|   |  |
|---|--|
| <b>1. Statement of the Design Intent (75 words max.)</b>  |  |
| • Conditions set out by the client  |  |
| • Design theme selected to meet the client's needs  |  |
| <b>2. Project Description (250 words max.)</b>  |  |
| • Overall Scope   |  |
| • hardiness zone  |  |
| • existing site conditions  |  |
| • description of process, design  |  |
| • resolution of challenges, etc.  |  |
| • Explanation of special features: structural or specimen plantings   |  |
| • Environmental responsibility measures taken   |  |
| <b>3. Landscape Plans</b>   |  |
| • A full set of design plans to scale, must include the following:  |  |
| • title block showing client name, site address, scale, north arrow, and date   |  |
| • grading and drainage (existing and proposed)  |  |
| • hardscape and softscape materials (plant masses may be labeled as group)  |  |
| • plant list (either on the landscape plan or on a separate list) including common and botanical names, quantities, size and condition of woody and herbaceous plants |  |
| • layout and dimension plan   |  |
| • construction details (including elevations and cross sections)  |  |
| • other sketches/drawings may also be included, if necessary to illustrate the project  |  |
| <b>4. Digital Images</b>  |  |
| • No less than 10 and no more than 30 color images  |  |

*Best of Luck*