

Awards of Excellence 2014

Council Award of Excellence in Communications

Thank you for your interest in preparing a submission for the 2014 IFMA Awards of Excellence program. We appreciate your participation in this awards program and your effort to complete the nomination form and email submission process thoroughly and thoughtfully.

Nomination Process

Nominating for an award is as easy as 1-2-3!

- 1. Review helpful docs online.
- 2. Complete this nomination form and create supporting exhibit files.
- 3. Email this form and digital files for supporting exhibits to awards@ifma.org.

All completed submissions are due to IFMA headquarters by **May 12, 2014**. Nominators and entrants will be notified in August 2014 regarding qualification. All awards will be presented at the Awards of Excellence events at World Workplace 2014 on Friday, Sept.19 in New Orleans, Louisiana.

Please contact IFMA Awards of Excellence by e-mail at <u>awards@ifma.org</u>, or by phone at 281-609-0990 if you have any questions.



Awards of Excellence 2014 Council Award of Excellence in Communications

2014 NOMINATION FORM

The Council Award of Excellence in Communications is presented to the Council(s) that communicates regularly to its members regarding Council activities. Quality, resources and continued improvement will be reviewed. Submittal covers activities from May 1, 2013 to April 30, 2014. Please complete the following information:

Who are you?

You must be an IFMA member to submit a nomination. As the nominator, all communications regarding this entry will be directed to you.

Name:			
Phone #:			
Employer:			
City:	_ State/Province:	Zip/Postal code:	
Country:			
Who are you nominat Nominee(s) must be an		Please list individual or team lead contact.	
Nominee Council:			
Council president:			
E-mail:	nail: Phone #:		
Website committee chai	rperson(s):		
Mailing Address:			
City:	State/Province:	Zip/Mail code:	

is any part of the o	council	website	password
protected? □Yes	□No		

800 Gessner Rd. • Suite 900

٠

judges' use:_____



Awards of Excellence 2014 Council Award of Excellence in Communications

Summarize

Summarize the basis for this nomination.

Complete the Criteria Questions

1. Describe the council's overall strategy for communication. How is this strategy tied into the council's strategic plan? (0-20 points)

2. What information is available from the council's web site, when was it last updated and how frequently is it updated? (0-20 points)

©2014 International Facility Management Association



Awards of Excellence 2014 Council Award of Excellence in Communications

3. What information is communicated to the membership in addition to the web site (i.e., meeting announcements, newsletters)? Who is responsible for disseminating the information? (0-20 points)

4. What is the degree of member involvement in contributing to the success of the council's communication (i.e., contribution of editing, development, maintenance and photography)? Are there any opportunities for member input/interaction? (0-20 points)

5. How has the council's communication evolved over the years? How do you measure the success of the council's communications? (0-10 points)

©2014 International Facility Management Association



6. What alternate forms of communication is the council using (i.e. LinkedIn, Twitter, Community Server, sessions at conferences, etc.). (0-10 points)

Your Authorization:

I hereby agree that IFMA has the right to use my name and information in this form as it relates to the promotion of this award. I understand the award can be published in IFMA and other trade publications.

Name:	Email:	
Position:		
Signature:	Dat	te.

Your Organization's Authorization:

We hereby agree that IFMA has the right to use our nominee's name, organization and information in this form as it relates to the promotion of this award. We understand the award can be published in IFMA and other trade publications.

Name:	Email:	
Position:		
Signature:	Date [.]	

Exhibits:

Please include a maximum of five samples of information for exhibits. (0-20 points)

Submit nomination:

Email this form and additional exhibit files to <u>awards@ifma.org</u>.

Each submission is reviewed to ensure it meets the specific requirements established for that particular category. *Incomplete submissions or those that do not meet the requirements will be returned to the nominator and will not be considered eligible.*

Page 5 of 5