



*Evening
of Excellence*
Honoring the remodeling industry's best

CotY[™] 2016 Awards
San Antonio Chapter

Complete guide to the
San Antonio NARI
2016 CotY Program

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CotYTM 2016 Awards San Antonio Chapter

NARI members across the nation are invited to compete for the prestigious 2016 CotY Awards in recognition of their achievements for remodeling and design projects finished between December 1, 2014 and September 1, 2016.

Each year NARI has both first-time entrants and seasoned participants that go home with Awards. No matter what your CotY experience level, follow these easy steps to be sure your entry is given full consideration by the judges and your work receives the recognition it deserves.

Why You Should Enter

From one-person shops to the largest remodeling / design firms, winners of CotY awards report that winning this award is a major factor in enhancing their image within the industry and with prospective customers, and is a major morale booster for their employees. The numerous marketing opportunities available to CotY winners help set your business apart from other remodeling / design companies, and NARI helps by providing tools and resources to make the most of this distinguished honor.

What Does a Winning Entry Look Like?

Your ability to present your project in a manner that helps judges distinguish your project will go a long way to set you apart from the competition. The following tips from judges and staff are provided as guidelines, and are derived from feedback from recent program years:

- Plan your entry. A winner's entry is always well thought out. Arrange your photos, drawings, project descriptions, etc., in a way that's easy to follow from the beginning to the end of the project.
- Describe the client's needs/wants, and be sure your entry shows how you met those needs. Point out any obstacles and how they were handled. A concise project description at the front of the entry can help the judges understand what you were trying to accomplish, laying the groundwork for the project before they get into the detail.
- Avoid filling up your entry pages with too many words. Include only details that will help the judges determine why your project deserves high marks. A bullet-point format is easy on the eyes.
- When displaying photographs, show the before and after photos on facing pages whenever possible, so the judges don't have to flip back and forth over and over.
- Small captions near photos can help tell the project story.

Team Entries

NARI is aware that the efforts of several companies may be needed to complete a remodeling project, and would like to recognize all member companies that participated. When a CotY project is entered as a Team Entry, all NARI member companies involved (suppliers, services providers, etc.) can enter as one team and receive the recognition together for a reduced entry fee. The main contractor on the project (having supervision and control) is considered the lead entrant and should fill out the first page of the entry form. All participating team members need to fill out and sign the team entry portion of the form. Remember, NARI recognizes member companies in the CotY competition. Individual members of the same company do not need to enter as a team. All members of a winning team receive the same award and recognition as the team leader.

About Photographs

Since your project cannot be judged in person, good quality photos are key elements in your presentation. Whether or not you use a professional photographer, please keep the following in mind:

- **Take “before” photographs before the start of every project.** If you make this a standard practice, you will be ready when the job you anticipated to be an average remodel turns out to be a CotY contender. Take these shots from many angles. Take photos for work-in progress if it will help show the complexity of the process or the obstacles encountered.
- **Take the “after” shots from the same angles as the before photos** whenever possible. This helps give the judges a good perspective of the transformation. We also need related pairs (the before and after) for print and publication. Take both vertical and horizontal photos. If your project is published, it stands a better chance of being featured on a magazine cover if the editors have vertical shots from which to choose.
- **Only include photos that will enhance the project entry.** Although you have 15 pages, front and back, to display the project, you don't need to use them all.
- **Do not include photographs that reveal the identity of the client, your company, or that show any people in the frame.** These elements are a distraction from the transformation you are trying to convey. Also, we legally can't use photos with individuals in them without proper release on file. Therefore, these photos will not be chosen for publication by NARI or other media partners. Photos included with any of these elements will be removed from the entry and will be subject to point deductions.
- **Any photo enhancement is limited to brightness, contrast, or sharpness.** No items may be added or removed through photo enhancement techniques. Do not add or subtract items, or change the image in a way that may increase or decrease the value of the project. **The decision of the judges is final.** If any violation of the rules is presented to the awards committee within 30 days of announcing the awards, the project will be reviewed by the awards committee, provided appropriate evidence is presented. The awards committee reserves the right to rescind an award with such violation, and the committee will forward the ethics issue to the local chapter for review. In the case of a member at large, the national bylaws committee will address.
- **Provide all the project photos displayed in your entry on a CD** and submit with the other required documents. Photos on this CD must be high resolution (300 dpi or better), and in JPG, TIFF, or EPS format. Larger photos give us more flexibility since we can always make them smaller. We may not be able to make them larger without losing quality. This CD will not be returned.

The Judging Process

Winners are selected by an impartial panel of judges who are experts from within the industry. The evaluation process is done without revealing company names. A CotY Award Winner is an entry that demonstrates remodeling excellence. Entries are judged on functionality, problem solving, aesthetics, craftsmanship, innovation, degree of difficulty and entry presentation.

All entries are judged against other San Antonio NARI members. On rare occasions, no winner is selected in a particular category if NARI standards are not met. Judges are not required to present in every category, and the decision of the judges is final. Your local entry is also eligible for the regional and national COTY Awards.

Review Your Work!

Each year several entries receive point deductions (two points per violation), or worse, are disqualified, due to not adhering to a few simple rules. Reasons for point deductions may include:

- Duplicate entry-the same portion of a project was featured in more than one entry
- Project finish date is outside of time frame
- Project does not contain any before photos
- Photo alterations or enhancements beyond changing brightness, contrast, or sharpness
- Project cost not shown on first page of entry
- All required signatures or forms not provided
- Project completion date not provided
- Complete set of photos on CD not provided
- Entry exceeded page limit
- Member identity revealed in entry or people included in photographs

Winners often edge out the competition by just one point. Don't let point deductions place another entry ahead of yours. Careful review of the following pages and forms for accuracy and completeness will keep you off the violation list. Violations and disqualifications are at the judge's discretion.

Entry Checklist

Use the following checklist prior to sending in your entry.
See CotY rules for full details.

- Project completion date is between December 1, 2014 and September 1, 2016
- Entrant, including team members, are NARI members in good standing
- Project has not previously been judged in the San Antonio NARI CotY program
- Portion of project is not duplicated in another 2016 entry
- Entry Form (page 11 of this packet) is inserted in the outside front cover of the white entry binder
- All forms are completed and have appropriate signatures/notarization
- Forms are inserted in the first plastic sleeve of the entry
- All photos in the presentation binder are also included on a disk in forms sleeve
- The total project cost is shown in the upper right corner of the first page of the presentation
- The remaining pages do not exceed 15 (front & back) or 30 (single sided), and include 'before photos'
- Photos are not altered or enhanced except as allowed in the rules
- Members are not identified, people are not included in photos
- Entry delivered to the October General Membership Meeting on October 10, 2016

- Entries must be made in advance of when the binders are due. Entry registrations should be made online through www.remodelsanantonio.org. Registrations are due by 4pm October 3, 2016 (no exceptions).**

Rules & Guidelines

Getting Started

- 1) Go to www.remodelsanantonio.org for your CotY Entry Request Form. Complete and return your Entry Request Form to the San Antonio NARI office by 4 pm CT, October 3, 2016. Entry Request Forms can be mailed, emailed, faxed or dropped off by the deadline. Orders paid by check can be mailed to San Antonio NARI CotY Awards, 11818 Warfield Street, San Antonio TX 78216. Please allow sufficient time for mailing.
- 2) NARI members in good standing are eligible for individual entries or as a team leader for a fee of \$100 per project. All entry fees are nonrefundable, non-transferable, and cannot be carried over to subsequent years.
- 3) Team entries are permitted in each project category. All team members must be San Antonio NARI members and need to complete and sign the team entry section of the entry form. A fee of \$100.00 applies to each team member per project. Trophies are awarded to each team member if project is selected as a winner.
- 4) Obtain entry materials. You will need:
 - 1" white, clear view 3-ring binder, with pockets inside the front and back cover.
 - Sixteen Clear plastic sleeves for displaying your project and submitting required forms.
- 5) Build your entry and **hand deliver to the October 10, 2016 NARI General Membership meeting,**

Preparing Your Binder

- 1) Project finish date must be between December 1, 2014 and September 1, 2016. Only entries that have never been submitted in prior San Antonio NARI CotY contests are eligible.
- 2) All projects entered in CotY categories must be an improvement or addition to an existing structure. Entries for new structures will not be accepted ***except where specifically noted.***
- 3) The same project may only be entered in one category. If you have a large, multi-area project, and would like to enter just a portion of it, it's fine to break it down. For example, if your project included the remodel of an entire house, you can enter an Entire House category OR enter a kitchen category, an interior category, and two bathroom categories, etc. Keep in mind you will have to break out costs for each project on each entry form. If you enter your project in this way, you will not be able to enter any of the same remodeled areas again.
- 4) The first plastic sleeve in the entry is for the entry materials and will be removed upon receipt by NARI. These items will not be returned to you, so be sure to make copies for yourself before sending these in. This first sleeve must include:
 - a) **Promotional Agreement** –This form needs to be completed and signed by the contractor.
 - b) **Photographer's Release** – The owner of the photographs (professional photographer, contractor, homeowner, etc.) must complete and sign this form. Use more than one release if necessary. This form must be witnessed and cannot be altered.
 - c) **Duplicate set of photos** – Include a labeled CD of duplicate photos of those shown in your binder. Use high resolution (300 dpi or better), and in JPG, TIFF, or EPS format. Please include the all project photos that were displayed in your binder.
- 5) The remainder of your entry can be presented in up to 15 pages front and back, or 30 pages, one-sided.
 - a) **The first page of the presentation must include the total project cost in the upper right corner.** This total must match the total on the Entry Form, Homeowners Affidavit section. Cost is defined as contract price, all extras, change orders and the fair market value of materials and products that were purchased, sweat-equity and in-kind services provided, and/or any subcontract work. The cost of all homeowner provided products, services,

or labor should be included in this cost. All mark-ups and profit should be included in the cost provided. For member-owned projects, costs should include normal mark-ups as if the project was contracted to an outside client.

b) If you are including drawings that will not fit into a sleeve, insert them into the back pocket of the binder. They should not extend over the top or side of the binder, and will count as one page (one sleeve, front and back) of your total page count.

6) Entry binders will be returned the evening of the Evening of Excellence Awards Program, November 18, 2016.

The San Antonio NARI Chapter has made every effort to make this competition fair, open, and available to all San Antonio NARI remodeler and designer members in good standing. It is important that the rules of the competition are closely followed. The CotY Judges reserve the right to disqualify, adjust the category, or deduct points from any entry that does not follow these rules and guidelines, without prior notice.

Drop Off your Entry at the NARI General Meeting:

October 10, 2016

Categories

Please review these category descriptions carefully

1. Residential Kitchen Under \$40,000

Best residential kitchen remodel with a total project cost* of under \$40,000. Only interior photos may be used.

2. Residential Kitchen \$40,000 to \$80,000

Best residential kitchen remodel with a total project cost* of \$40,000 to \$80,000. Only interior photos may be used.

3. Residential Kitchen \$80,001 to \$120,000

Best residential kitchen remodel with a total project cost* of \$80,001 to \$120,000. Only interior photos may be used.

4. Residential Kitchen Over \$120,000

Best residential kitchen remodel with a total project cost* of over \$120,000. Use only interior photos.

5. Residential Bath Under \$30,000

Best residential bath remodel with a total project cost* under \$30,000. Only interior photos may be used.

6. Residential Bath \$30,000 to \$60,000

Best residential bath remodel with a total project cost* of \$30,000 to \$60,000. Only interior photos may be used.

7. Residential Bath Over \$60,000

Best residential bath remodel with a total project cost* over \$60,000. Only interior photos may be used.

8. Residential Interior Under \$100,000

Best residential interior remodel with a project cost* under \$100,000. Includes, but is not limited to, such projects as family or recreation room remodeling, attic conversions, etc. Work must be done within the existing walls of a residential structure. This category does not include room additions. Only interior photos may be used.

9. Residential Interior \$100,000 and Over

Best residential interior remodel with a project cost* of \$100,000 and over. Only interior photos may be used. Refer to Category 8 description.

10. Residential Interior Element

This category represents one special interior element of a project. It includes, but is not limited to projects such as railings and columns; brick, stone and masonry work; tiling; air conditioning and heating; fireplaces; vestibules; insulation; kitchen hoods; glass block; wall finishes such as plaster; flooring; best use of lighting or lighting control systems, or home automation. Work must have been done to the interior of an existing residential structure, and only interior photos may be used. The residential interior element must be specified in the entry materials and in the descriptive text in order to qualify.

11. Residential Addition Under \$100,000

Best residential addition with a project cost* under \$100,000. Includes, but is not limited to, additions, add-a-levels, or attic build-outs, which increases livable space of the existing home. The project cannot have changed the exterior footprint or elevations of the existing residential structure in more than one location. Interior and exterior photos may be used.

12. Residential Addition \$100,000 to \$250,000

Best residential addition with a total project cost* of \$100,000 to \$250,000. Refer to category 11 description.

13. Residential Addition Over \$250,000

Best residential addition with a project cost* over \$250,000. Refer to category 11 description.

14. Residential Exterior Under \$100,000

Best exterior project with a cost* under \$100,000. Includes, but is not limited to, alterations to the exterior of a residential building such as porticos, porches, decks, the exterior of glass or screen enclosures, windows, dormers, and exterior resurfacings like siding, stucco, etc. which enhances the overall appearance of the exterior. Only exterior photographs may be used.

15. Residential Exterior \$100,000 and Over

Best exterior project with a cost* of \$100,000 and over. Only exterior photographs may be used. Refer to category 14 description.

16. Residential Detached Structure

Structures such as garages, pool houses, studios, guesthouses, sheds, gazebos, pavilions, etc., remodeled or added to an existing residential property. Interior and exterior photos may be used.

17. Entire House Under \$250,000

A project, with a cost* under \$250,000, that remodeled or renovated a substantial portion of the entire residential house, inside and outside, or where multiple additions and/or style changes in footprint or elevation have been made in more than one location. The entry must include a description of the portions of the existing structure that were incorporated into the finished project. Pictures and plans submitted with the entry must highlight those portions of the home retained in the new design.

18. Entire House \$250,000 to \$500,000

Refer to category 17 description.

19. Entire House \$500,001 to \$1,000,000

Refer to category 17 description.

20. Entire House Over \$1,000,000

Refer to category 17 description.

21. Residential Historical Renovation/ Restoration

The renovation/restoration of the interior and/or exterior of a residential structure, or addition to a residential structure, built prior to 1935. Any and all changes are to have closely matched architectural style and building type. Any and all products used are to be of a material authentic in style to the area in which the building was originally built, paying special attention to period trim detail and period coloring. Restoration of missing historic features and added structures are to respect the essential historic character and architectural style of original building design.

22. Best Interior Design of a Residential Renovation Structure

The best interior design of a specific room or room's within a residential structure. Only interior photos may be used. Before and after photos required.

23. Best Exterior Design of a Residential Renovation Structure

The best exterior design of a residential structure to include a residence, addition, or outbuilding on a residence property. Only exterior photos may be used. Before and after photos required.

24. Commercial Interior

Remodeling performed within the existing walls of a previously occupied commercial space. Clearly define the type of client and the client's needs in the project description. Only interior photos may be used.

25. Commercial Exterior

Remodeling performed on the exterior of an existing commercial structure. Clearly define the type of client and the client's needs in the project description. Only exterior photos may be used.

26. Commercial Specialty

Includes, but is not limited to, such projects or operations as cosmetic facelift; siding, roofing, insulation; window, door; railing, columns, brick, stone, masonry work/ tiling; solar panels; air conditioning, heating; gutters and leaders, etc. Work must have been done to an existing commercial structure. Clearly define the type of client and the client's needs in the project description. The commercial specialty must be included on your entry form and in the descriptive text to qualify.

27. Landscape Design/Outdoor Living Under \$60,000

Best landscape design/outdoor living project with a cost* under \$60,000. Includes, but is not limited to, landscaping, pathways, driveways, patios, pagodas, outdoor kitchens, decks, terraces, pools, spas, etc. Work is not exclusive to existing structures. Only exterior photos may be used

28. Landscape Design/Outdoor Living \$60,001 and over

Best landscape design/outdoor living project with a cost* of \$60,001 and over. Includes, but is not limited to, landscaping, pathways, driveways, patios, pagodas, outdoor kitchens, decks, terraces, pools, spas, etc. Work is not exclusive to existing structures. Only exterior photos may be used

29. Basement under \$50,000

Best basement conversion. Work must be done within the existing walls of a residential structure. Additions are excluded from this category. Only interior photos may be used.

30. Basement \$50,000 and over

Best basement conversion. Work must be done within the existing walls of a residential structure. Additions are excluded from this category. Only interior photos may be used.

**Cost is defined as contract price, all extras, change orders and the fair market value of materials and products that were purchased, sweat-equity and in-kind services provided, and/or any subcontract work. The cost of all homeowner provided products, services, or labor should be included in this cost. All mark-ups and profit should be included in the cost provided. For member-owned projects, costs should include normal mark-ups as if the project was contracted to an outside client.*

Entry Form

Company Name

Contact Name *(the person we will communicate with about this entry)*

Contact Email

Company Address *(no PO Boxes please):*

City

St

Zip

Phone

Fax

Team Entry – fill out additional team member information on the next page.

Project Category: _____ Category Number: _____

*If entering an element or specialty category, enter the specialty here: _____
(i.e. tile design, masonry work, etc.)*

Project Owner's Name: _____ Project Total Cost \$: _____

Full Project Address: _____ Project Finish Date: _____
(We never share project owner info) (12/1/14 thru 9/01/16)

Proof of Time/Homeowner Affidavit

Property owner authorizes and consents that any and all photographs taken of its, his or her premises by the contractor, or their agents, its suppliers, and manufacturers may be used by any or all of them, and the National Association of the Remodeling Industry, without limitation or restriction in any awards competition, promotion or advertising, and consents that said photographs may be reproduced by any means whatsoever, including electronic transmission, for publication, advertising, distribution and display at any time after the completion date. **The project total cost includes the contract price, all extras, change orders and the fair market value of materials and products that I purchased, and sweat-equity and in-kind services provided, and/or any subcontract work. I have contracted with the contractor listed as the entrant on this project, and that contractor had complete oversight, and supervisory responsibilities for the work completed (not applicable for specialty entries).**

Project Owner's Signature

Date

Contractor's Signature

Date

Before me appeared the remodeler / designer named above, and they being duly sworn, state that the above information is true and correct, and they have signed this instrument as their free act and deed. (If Notary requires additional disclosures or information per state requirements, that information may be added in this space provided or may be added as a supplement to this document.)

Notary Public

Commission Expiration

Promotional Agreement

I agree that if my entry is selected as a winner, all promotion, advertising, business stationery and/or marketing literature used by me or my organization, or my assigns wherein the award is mentioned, will clearly state the title of the award, the level of award (local, regional or national winner), the category and the year in which the award was presented. I understand that NARI assumes no responsibility for loss or damage of any materials submitted. I hereby affirm that all facts and materials set forth herein are true to the best of my knowledge and belief, and that all required work relevant to this application and the materials furnished thereto were performed and furnished by the undersigned, except where otherwise specifically set forth. I understand that NARI reserves the right to review the project contract, and I will provide upon request. I also affirm that I have read and agree to all the rules, regulations, and guidelines of the CotY Awards competition. I understand that entry fees, once received by NARI, are not refundable, transferable, and cannot be carried over to other NARI programs, awards or otherwise.

Entrants Signature

Date

Team Entry Form

Fill this out only if you are entering a team project

**Team member companies must be NARI members in good standing.*

Team Member:

Entrant Name _____

Company Name * _____

Company Address _____

Telephone _____ Fax _____ Email address _____

Very important! We use email to communicate with you



Team Member signature _____

Team Member:

Entrant Name _____

Company Name * _____

Company Address _____

Telephone _____ Fax _____ Email address _____

Very important! We use email to communicate with you



Team Member signature _____

Team Member:

Entrant Name _____

Company Name * _____

Company Address _____

Telephone _____ Fax _____ Email address _____

Very important! We use email to communicate with you



Team Member signature _____

Use additional sheets if necessary.

Photographer's Release

The following release must be completed by the photographer

Being the legal owner of the photographs taken of the premises at _____

(project address)

for the 2016 San Antonio NARI CotY Awards competition, I hereby consent to and authorize the National Association of the Remodeling Industry and its agents and/or its assigns to photograph, use, print, reprint, and publish any and all of my photographs and reproductions thereof. These photographs may be reproduced in any print or electronic medium (now existing or hereafter developed). I further consent that the photography taken by me and submitted as part of this entry, with or without accompanying editorial matter, may be used for the purpose of promoting the National Association of the Remodeling Industry (NARI) and its programs and services, without limitation, in any publications, displays and exhibitions. I understand that photo credit may be included only if credit name is made a part of the photo.

I hereby confirm that any enhancement of these photographs has been limited to alterations in brightness, contrast, or sharpness. No items have been added or removed through photo enhancement techniques. The images have not been changed in any way that may increase or decrease the value of the project.

I hereby release NARI and its agents from any and all liability arising out of or in connection with any use of the photographs. In consideration of the foregoing, NARI agrees to deliver to me upon request, two copies of the issue of the NARI publication in which the photographs are first published.

The undersigned represents that it has received an authorization/consent and release from the owner of the premises.

By: _____
(signature of owner of photographs)

Company Name: _____

Address: _____

Date: _____ Witness: _____

Sample Judges Score Sheet

(Subject to change)

Points should be assigned 1 to 10 – with 10 being the best and most positive score to be given. Please include comments whenever possible.

All Categories

Points 1-10

1. To what degree were the expressed needs of the client met?

Did the entry describe the client's needs and desires?
Did the contractor show that those needs were met?

2. To what degree does the project enhance the existing structures functionally?

Do the room's new floor plans function well?
Is the counter space or work area adequate to perform necessary tasks?
Is there good traffic flow?
Is safety addressed adequately?
Are the materials functional?
Is lighting addressed – both general & task?

S

A

3. To what degree does the project enhance the existing structure aesthetically?

Keep in mind the following design criteria:
Line & rhythm, continuity & repetition, texture, color & contrast,
Symmetry & balance, emphasis

_____M_____

P

4. Is there evidence of superior craftsmanship?

Moldings, woodwork, stairs, cabinetry, countertops, tile, glass,
Marble, metal, stone, masonry, other_____.

_____L_____

5. Were innovative uses of material and/or methods of construction used in the project?

Are innovative uses evident, or were any described and noted?

_____E_____

6. Did the contractor overcome difficult obstacles?

Were difficult obstacles encountered as described by the contractor and overcome in a creative way?

Total Points (max 60)

Residential Historic Renovation/Restoration Category

7. Were original uses of materials duplicated in the project?

8. Were methods of application used to improve or enhance the original style of the structure?

Additional points for this category (max 20)

Deductions

Grand total all points (max 80)