

Hospitality On Parade Awards in Excellence Nominations

The Hotel and Lodging Association of Greater Houston is holding the 12th Annual Hospitality On Parade Awards Celebration **Friday, October 28, 2016** in conjunction with the Conrad N. Hilton College of Hotel and Restaurant Management. This event is not only a night for hospitality professionals to celebrate their industry with fellow members of their profession, but it is also designed to recognize outstanding employees who have made a difference in the field of Hospitality from the Houston area. The following are the categories for the 2016 awards:

- **Operations Award** – This includes managerial and hourly employees from the following departments: Housekeeping, Engineering, Security/Loss Prevention, Human Resources, Administration, and Accounting.
- **Guest Services Award** – This includes managerial and hourly employees from the following departments: Front Office, PBX, Concierge, Valet/Bellman, and Reservations.
- **Food and Beverage Award** – This includes managerial and hourly employees for the following departments: Kitchen, Restaurant, Room Service, Banquets, and Bar. Additionally specialty restaurants such as Starbucks are included if operated by the hotel.
- **Sales, Marketing, Convention Services and Catering Award** – This includes managerial and hourly employees for the following departments: Sales, Marketing, Convention Services and Catering.
- **General Manager Select Service Award** – This includes general managers and assistant general managers from select service hotels.
- **General Manager Full Service Award** – This includes general managers and assistant general managers from full service hotels.
- **Allied Partner Award** – This award is given to an allied member of HLAGH that has made a significant contribution to the Houston lodging industry and to their individual lodging customers. Additionally, key considerations include volunteer work with HLAGH; membership development; and participation in the Association community.
- **Houston Spirit Award** – This award is given to a hotel, allied business, or individual in recognition for their acts of a charitable nature that have left a profound and recognizable mark on the community.

For the **Operations, Guest Services, Food & Beverage, and Sales & Marketing, Convention Services and Catering Awards**, the submission must be signed by the General Manager of the hotel that outlines why a person should be considered to receive the award. The explanations should highlight specific acts of special achievement in the past twelve months, guest or management recognition for above and beyond the standard service, employee cooperation, and charitable acts either to the staff or the community. Testimonies from guests are permitted but all entries are weighted by merit. The Nominee *must* be in good standing and employed for no less than six months at the property. **Each hotel may submit one nominee only for each category.** When submitting your candidate(s) credentials, consideration can be given to those employees who have been nominated and/or received employee of the month and/or manager of the quarter, however this is an opportunity to re-evaluate *all* of your employees and submit the *BEST* in each category.

The **Sales, Marketing, Convention Services and Catering Award** – This individual has made a notable contribution toward generating revenue for local facilities, attractions and/or hospitality industry businesses within the past 12 months (please include at least one specific example). The nominee should take an active role in supporting the Greater Houston Area’s efforts to attract conventions, meetings and/or tourism business, while demonstrating personal pride in Houston as a destination; represents the Greater Houston Area with enthusiasm, professionalism and integrity; and supports the hospitality industry through active involvement in organizations that encourage professional development and collaboration between industry partners. **Only one nomination per hotel can be submitted.** The submission should outline why the person or the company should be considered to receive the award and must be signed by the person submitting the nomination.

The **General Manger of the Year Select Service** and **General Manager of the Year Full Service** Award honors a hotelier who has demonstrated superior professionalism in operating a Houston area hotel and has taken a leadership role in the industry by participating in the Association and the community. The candidate should exhibit super professional dedication and leadership. The submission should outline why the person should be considered to receive the award and must be signed by the person submitting the nomination. Below is further explanation of the distinction of the two awards as well as respective criteria:

- Definition of Full Service Hotel – Mid-price, upscale or luxury hotels with a restaurant, lounge facilities and meeting space comparable to the number of guest rooms as well as service levels that include bell service and room service. Report food and beverage revenue in food and beverage departments on a P&L statement.
- Definition of Select Service Hotel – Rooms-only operations with little to no meeting space or food and beverage operations. Sell stand-alone room nights with lower staffing levels and minor personalized amenities. This category also will often contain all suite hotels that offer similar levels of service that are geared towards extended stay.

Criteria Applicable to Both GM Categories:

- Professional, upstanding hotelier in good standing with the community
- Active within the area community service and hotel programs that support the community
- Works to further the careers and acts a mentor to colleagues, associates and local organizations
- Can produce evidence of excellent Guest Satisfaction scores or in good standing within their franchise
- Leader in the market through participation in such organizations convention & visitor’s bureau, HLAGH, and other professional associations.
- Innovative ideas or packages within the market may be include in nomination
- Brand awards, nominations, or other awards presented should be included with nomination
- Has been in current position for at least 2 years
- Must be nominated by a peer, another hotel manager or recommended by the staff of the hotel.
- Overcome various challenges in operations (Nominating individual should be able to state any circumstances that challenged the GM, such as hurricanes, special meetings or VIP guests.
- Must be an HLAGH member in good standing
- Only one nomination per category

The **Allied Partner Award** - The award is for an individual or company that has shown outstanding efforts in supporting the Hotel & Lodging Association of Greater Houston through volunteer work and has made a significant contribution to the Houston lodging industry and their individual customers. Only one nomination per hotel or allied member can be submitted. The submission should outline why the person or the company should be considered to receive the award and must be signed by the person submitting the nomination.

The **Houston Spirit Award** - The explanation for the nomination should focus on specific acts of a charitable nature that has impacted the Hospitality or Greater Houston community. This could be scholarship related, support of the TH&LA Short Course in the corporate challenge, HLAGH bike building, HLAGH golf tournaments, Food Bank, Furniture Bank, etc. Anyone can nominate any company and/or individual. The nominee does not have to be affiliated with the nominating entity. Only one nominee per hotel and/or allied member. The submission that outlines why a person should be considered to receive the award must be signed by the person submitting the nomination and their direct supervisor.

Reminder:

- **Only one nomination per category will be accepted**
- The more specific and concise your description, the better.
- Please keep your explanations to ONE PAGE or less (using a minimum of 11pt. font).
Testimonials are limited to three per nomination and must have the name as well as the contact information of the individual who has written them. Testimonials should not be the originals as they will not be returned.
- **All submissions must be received no later than midnight, Monday, August 8, 2016**

Any submissions received after that date will not be considered. All entries should be sent to:

Via email: director@houstonhotels.org

Via fax: 713.223.0760

Via mail: Hotel & Lodging Association of Greater Houston
PO Box 1043
Houston, TX 77251-1043

**** THIS PAGE MUST BE INCLUDED WITH SUBMISSION ****

**HOTEL & LODGING ASSOCIATION OF GREATER HOUSTON
2016 HOSPITALITY ON PARADE – AWARD IN EXCELLENCE NOMINATION**

Date: _____

Name of Nominee: _____

Nominee's Current
Title: _____

Employer: _____

Address: _____

Phone Number: _____

Nomination Category:

Operations Award _____	General Manager Full Service Award _____
Guest Services Award _____	General Manager Full Select Award _____
Food and Beverage Award _____	Allied Partner Award _____
Sales/Mktg/Convention Services/Catering _____	Houston Spirit Award _____

History of Nominee

Term of Employment: since ____/____/____

Nominee's Starting Position With Company: _____

Please attach to this form one page or less explanation as why your nominee should receive the award!
Explanations should include:

- Highlight specific acts of special achievement in last 12 months
- Guest, Customer, or Management Recognition for above & beyond standard service
- Employee cooperation
- Charitable Acts either to staff members or the community
- Up to three (3) guest or customer testimonials and should have name / company of individual
- **For the all awards, only one nominee per each category per nominating hotel / company**

Application submitted by and Title: _____

Email Address: _____

Signature: _____

All applications must be turned in to
Hotel & Lodging Association of Greater Houston
P. O. Box 1043 ~ Houston, TX 77251-1043
or faxed to 713.223.0760 or emailed to director@houstonhotels.org prior to

12 Midnight, Monday, August 8, 2016

Please note that receipt of application submissions will be verified via email with 48 hours of receipt.