



## Submission Categories

### Event Planning

*Individual or firm who was hired to plan, coordinate and direct an event from concept to completion. Submission must include Timeline, Design Boards or Supporting Materials.*

- Best Corporate Event
- Best Social Event (non-wedding)
- Best Wedding
- Best Fundraiser/Non-Profit Event
- Best Fair/Outdoor Event (non-wedding)
- Best NICE Team Event (*Event planned as a team effort by at least one NACE member and one ILEA member. Entire team submitting must be either NACE or ILEA member*)

### Catering

*Entered by an individual or firm that was responsible for the preparation, presentation and serving of food or beverage. On or Off Premise.*

- Best Catered Event
- Best Buffet or Station Presentation
- Best Plated Presentation
- Best Creative Cocktail or Beverage Presentation

### Entertainment

*Originator must have planned and produced the entertainment. Directly responsible for all entertainment elements which may include staging, performers, technical support.*

- Best Musical Entertainment
- Best Interactive Entertainment

### Creative Services

*Individual or firm who planned or produced the creative service.*

- Best Use of Printed or Digital Collateral for an Event (*Examples Include Invitations, Escort Cards, Program Booklets, or Event Website*)
- Best Décor for a Social Event (*Non-wedding*)
- Best Décor for a Wedding
- Best Décor for a Corporate Event
- Best Vignette Design (*Examples Include Creative Use of Linen, Floral Design, Lounge Furniture, Ceremony Design or Draping*)

## Support Services

*Originator must have planned, coordinated and produced the services.*

- Best Use of Production for Social Event or Wedding (*Examples include lighting, sound, or A/V*)
- Best Use of Production for Corporate Event or Fundraiser/Non-Profit Event
- Best Use of Tenting (*Design, production & unusual/exceptional installation produced by a tent company*)
- Best Logistical Achievement (*Innovations going above and beyond normal scope of event parameters*)
- Best Use of Rental Equipment (*Design and equipment used to enhance an event by a rental company*)
- Best Use of Event Photography
- Best Use of Event Video or Film
- *Best Script or Timeline (Examples Include Script, Run of Show, Stage Management, Timeline)*

## Lifetime Achievement Award

The Lifetime Achievement Award recognizes an individual who has given their time, dedication, leadership, and knowledge towards the advancement of the special events industries. The Lifetime Achievement Award is a nomination by an industry colleague.

## Rising Star Awards

The Rising Star Awards can be either a self-nomination or a nomination by an industry colleague.

- Rising ILEA Star

*This award recognizes individuals who have been in ILEA for a minimum of one (1) and a maximum of three (3) years who displays impressive talent, and who is likely to have a significant impact on the industry in years to come.*

- Rising NACE Star

*This award recognizes individuals who have been in NACE for a minimum of one (1) and a maximum of three (3) years who displays impressive talent, and who is likely to have a significant impact on the industry in years to come.*

## Courage ILEA Award

The Courage ILEA Award recognizes an individual who has faced a personal struggle or illness, but has kept a positive attitude and dedication to the events community through their ordeal. This award can either be a self-nomination or a nomination by an industry colleague. This award is in honor of Christy Lynch.



## Submission Rules and Details

### PRESENTATION and SUBMITTAL:

Each entry must be submitted via our [online platform, here](#). Entries must be submitted only by originators.

PLEASE NOTE: A specific event can only be submitted for ONE category plus the Best NICE Team Event. A company is encouraged to submit in multiple categories, but the event must be different than previous category submissions.

- If one event is entered in a category plus the Best NICE Team Event, a complete and separate Entry must be submitted for each category.

Your company name or logo must not appear anywhere on the documents you upload into your submission. The one exception is that your company name should appear on the registration form with AwardForce.

Company names appearing anywhere except on the registration form (unless specifically required on the submission form) will eliminate eligibility.

Finalists must be a current Chicago chapter NACE and/or ILEA member at the time of submission.

Event must have occurred between December 1, 2018 and November 30, 2019.

Entry must be submitted, and check received no later than 11:59pm on February 28, 2020. Please see below for additional details on pricing

Incomplete entries or non-compliance will result in disqualification.

N.I.C.E. Awards Committee reserves the right to re-categorize entries if incorrectly classified.

All submissions will be notified if they are a finalist and also if they are disqualified.

## EACH ENTRY MUST INCLUDE:

Entry Document: A 1,200 word or less description of the event and its objectives. List all elements of the event (i.e. production, your responsibility with the event, design, catering, décor, site, entertainment, etc.)

- What were the objectives and how were they met?
- Was the event/product or service original and creative?
- Was the event/product or service integrated into the overall event?
- Describe the execution of the event.

Photos or Collateral: A minimum of 2, maximum of 15 jpegs of event photos or any applicable collateral materials (i.e., invitations, menus, novelty items, program book, timelines, flow charts, client referral letter (remove client contact information), etc.). A maximum of (2) audio-visual links, if applicable.

100 Word Synopsis: A broad overview description of the event to be used at the NICE Awards if you are a finalist. 100 words or less. Please submit a photo to be used if you are a finalist on the attachments tab.

## PAYMENT:

A non-refundable check made payable to ILEA Chicago must accompany each entry. Details on submitting the check will be automatically emailed to you after submitting your entry.

Early bird submissions are \$75 and must be received by February 07, 2020 11:59pm CST. Checks must be postmarked by February 07, 2020, for entry price of \$75.

Submissions will be accepted until February 28, 2020 11:59pm CST, but the price increases to \$100 after February 07, 2020. Checks must be postmarked by February 28, 2020, for entry price of \$100.

There will be NO extensions!!! February 28, 2020 is the last date for entries to be submitted.

If an early bird entry payment is not postmarked by February 07, 2020, then that entry does not qualify for the early bird rate and an additional \$25 will need to be paid prior to approval to be judged. If payment for any entry is not postmarked by February 28, 2020, the entry will be disqualified with no chance to resubmit, nor will the payment be refunded.

If you are submitting multiple entries, a single check for the entire amount is acceptable. A list of all entry IDs must accompany the check.

NICE Team Event entry requires \$75 (\$100 after February 07, 2019) fee per entrant. One check may be submitted for all entrants. It is the entrant's responsibility to confirm the proper amount is paid.

*There is no fee to nominate for the Lifetime Achievement, Rising Star, or Courage awards, so please take the time and nominate!*



### THE LIFETIME ACHIEVEMENT AWARD MUST INCLUDE THE FOLLOWING:

Entry Document: 500 words or less addressing the nominee's career description, contribution to ILEA or NACE and/or our industry, and involvement in a program that occurred between December 1, 2018 and November 30, 2019. Further career goals, any awards received, or notable achievements.

Photograph of the nominee for publicity purposes

100 Word Publicity Description: Description of nominee and achievements to be used at the N.I.C.E. Awards if nominee is chosen as a recipient.

### THE RISING STAR AWARDS MUST INCLUDE THE FOLLOWING:

Entry Document: 1,200 words or less for why this person should be chosen for the the Rising Star Award and a description of the nominee and achievements to be used at the N.I.C.E. Awards if nominee is chosen as a recipient.

Photograph of the nominee for publicity purposes

100 Word Publicity Description: Description of nominee and summary to be used at the N.I.C.E. Awards if nominee is chosen as a recipient.

### THE COURAGE AWARD MUST INCLUDE THE FOLLOWING:

Entry Document: 500 words or less addressing the nominee's career description, circumstance description (i.e. struggle or illness), contribution to industry during that circumstance.

Photograph of the nominee for publicity purposes

100 Word Publicity Description: Description of nominee and summary to be used at the N.I.C.E. Awards if nominee is chosen as a recipient.

## JUDGING:

Qualified entries become finalists based on a point-scoring judging system, which will remain confidential and the property of the N.I.C.E. Awards Planning Committee. The number of finalists per category will not exceed 3.

Our anonymous judges are members of a fellow ILEA and/or NACE Chapter. Judges' decisions will be final. Entries will be judged on:

How well the event met its objectives. Originality and creativity of the event, product or services. Integration of elements in the event. Execution of the event. Inclusion of support collateral materials. The quality of the event, attention to detail and concept. Any challenges that were presented and overcome.

## EVERYTHING ELSE YOU EVER WANTED TO KNOW ABOUT THE N.I.C.E. AWARDS:

Disqualified entrants will be notified and given a chance to correct the submission if done so by the end of the submission period. Fees for disqualified entries are non-refundable. Finalists in each category will be notified via e-mail and/or phone by March 20, 2019.

Winners will be announced at the N.I.C.E. Awards Event on April 07, 2020 at The Old Post Office.

Transportation and tickets to the ceremony are the responsibility of the finalist(s).

\*Refer questions to 2020 N.I.C.E. Awards Committee Chairs: Zach Stevens, Amy McMonigal, Ramsey Prince, and Sandy Sobczak via [niceawards@gmail.com](mailto:niceawards@gmail.com)