

CotY Awards 2008

**Your complete guide to the
National Association of the Remodeling Industry's
Contractor of the Year Awards**



**Complete details at
WWW.TRUSTNARI.ORG**

2008 NARI Contractor of the Year Awards Program

Contractors across the nation are invited to compete for the prestigious 2008 NARI Contractor of the Year (CotY) Awards in recognition of their achievements during 2007-2008. Companies – from one-person shops to the largest remodeling firms – report that winning this award is a major factor in enhancing their image within the industry and with prospective customers.

Are You New to CotY?

With a membership consisting of the remodeling industry's finest, it's no wonder that each year we have many *first-time* entrants who go home with Regional and National awards. If you are considering participating in the CotY program for the first time, or even if you are a seasoned participant, take a look at these easy steps in the process.

- ❑ Start taking pictures. "Before & after" photos are required for each entry. Make it a point to take "before" photos at the start of every project. Take your after photos from the same angle, if possible, to show the judges the same perspective. Take lots of good quality pictures of your work.
- ❑ Review the program. All the details are included in this packet and on our website at WWW.TRUSTNARI.ORG.
- ❑ Order your entry binder. You can call, mail or fax in your order form. We'll send it right out to you.
- ❑ Plan your entry. Winner's entries are 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.
- ❑ Follow the rules. Choose your category carefully, fill out the forms completely, and submit your entry by the deadline.
- ❑ Mark your calendar. The annual Holiday Event is where the local CotY winners are announced. You won't want to miss this spectacular event!

The Judging Process

Winners are selected by an impartial panel of judges who are experts from within the industry and associated fields. Our evaluation process is done without revealing company names. All entries will be judged on functionality, problem solving, aesthetics, craftsmanship, innovation, degree of difficulty and entry presentation. The decision of the judges is final. In rare occasions no winner is selected in a particular category if our standards are not met.

The local CotY Awards program mirrors the national Awards program. Entries will be judged locally and returned to you with enough time to be able to make any desired changes and meet the national deadline.

Local Contractor of the Year Award Winners and honorable mentions will be recognized at Central Ohio NARI's annual Holiday Party and Awards Event held in December.

**Local entry deadline:
November 3, 2008.**

CotY 2008 Rules & Guidelines

- 1) Only NARI contractor members are eligible for individual entries. All entrants' membership records will be checked to verify their classification as a contractor member in good standing. The entry fee for an individual entry is \$125. Fees are nonrefundable, non-transferable, and cannot be carried over to subsequent years.
- 2) Projects must have been completed between July 1, 2007 and November 30, 2008. Only entries that have never been submitted in prior CotY contests are eligible.
- 3) 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***.
- 4) All entries must be received at NARI of Central Ohio headquarters by 5:00 p.m., **November 3th, 2008**. All CotY entries must arrive within the official 2008 CotY binder provided. (Please do not substitute your own cover photo or page on the outside of the official binder.)
- 5) A contractor member company may enter multiple projects in multiple categories and may enter more than one project in the same category, but 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 a kitchen, family room, and two baths, you can enter a kitchen category, an interior category, and two bathroom categories. Keep in mind you may have to break out costs for each project. If you enter your project in this way you will not be able to enter any of the same remodeled areas again.
- 6) Team entries are permitted in each project category. All team members must be NARI members. One member of each team must be classified as a contractor member at NARI National and be designated in the entry as the team leader. An example of a team would be a general contractor company as the leader, and a designer, architect, or tile company, etc., as team member. The cost for each contractor leader is \$125 per entry. The cost for each additional team member is \$70 per entry. A trophy will be given to each team member if the project is selected as a winner.
- 7) Sixteen plastic sleeves are included with the official CotY binder. The first sleeve is for entry materials only and will be removed upon arrival at NARI headquarters. **These are required forms and must be included with your entry.** These items will not be returned to you, so be sure to make copies for yourself (we need the originals) before sending these in. This first sleeve must include:
 - a) **Entry Form** – including **Proof of Time/Homeowner's Affidavit (same form for individual or team entry)** –formerly two forms, this form is now combined into one for simplicity. *This document must be completely filled out for all entries.* Contractors complete and the homeowner must sign this form. **Project Total Cost** must include fair-market value for homeowner provided sweat-equity or in-kind services or the services of a subcontractor that the homeowner might have hired, i.e. purchase of materials, demolition, painting, appliances, etc. and/or other subcontracted work for the category entered. Once this form is complete, the contractor must sign and the contractor's signature must be notarized.
 - b) **Photographer's Release** – The owner of the photographs (professional photographer, contractor, homeowner, etc.) must complete and sign this form. If the photographer's release is altered in any way, you may lose the opportunity to have your winning project photos displayed at the Spring Board Meeting, the Evening of Excellence, and on the NARI web site.

Also, you may lose the chance to have your project photos published in various trade and consumer publications.

- c) **What Products Did You Use?** – This information is very important. National CotY Winners may receive coverage in national publications as a result of the Association's alliance with selected media sources. In order to get coverage, we need to be able to provide these companies information about the products you used in the project. Also, we compile this information and use it to attract sponsors for our awards program and Evening of Excellence Gala. This year we've made it even easier to complete this form by listing product categories.
- d) **Duplicate set of photos** – At least one “before” and one “after” photo must be included in this first sleeve. You don't have to include all your photos, just the photos you prefer we use if you are chosen as a winner. We prefer to receive these photos digitally on CD ROM if possible. They must be high resolution (300 dpi or better), and must be in JPG format in order for us to use them.
- 8) The remaining sleeves are reserved for text and photos describing the project. The project is limited to 15 pages, front and back, or 30 pages, one-sided. **Your name and/or company name cannot be visible on these pages.** Entries that display your name anywhere visible on these pages will not be judged. It is imperative that we maintain anonymity in the judging process. Include a brief project description detailing all aspects of the job. Use this space to help lay the groundwork for the judges. You can do this however you like; an introductory page, captions with each photo, etc., or whatever helps you describe the project most effectively and concisely. Provide background on the clients' needs and wants and how they were addressed. Explain special problems that were encountered and features/designs unique to the project. Refer to certain photos when discussing work if possible.
- 9) It is **mandatory** that you enclose “before” and “after” photographs of the entire job. Include “during” photos, if available, to show difficulty or innovative use of materials. Color photos are preferred, but all photos are acceptable. If you refer to photos in your text, number them for clarity either within the caption or separately. ***Entries without “before” photos will not be judged.***
- 10) Video and audiocassettes, and CD ROMS (except where noted in item 7d above) are not acceptable as part of the CotY entry.

Send your entry to:

NARI of Central Ohio
285 N. State Street, Suite 102
Westerville, Ohio 43081
Tel: (614) 895-3080
Fax: (614) 895-3085

Central Ohio NARI Deadline for entries is November 3, 2008

2008 CotY Awards Categories

Please review these category descriptions carefully.

1. Residential Kitchen Under \$30,000

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

2. Residential Kitchen \$30,000 to \$60,000

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

3. Residential Kitchen \$60,001 to \$100,000

Best residential kitchen remodel with a total project cost of \$60,001 to \$100,000. Only interior photos may be used.

4. Residential Kitchen Over \$100,000

Best residential kitchen remodel with a total project cost over \$100,000. 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 between \$30,000 and \$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 \$100,000 and Under

Best residential interior remodel \$100,000 and under. Includes, but is not limited to, such projects as family or recreation room remodeling, attic or basement 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 Over \$100,000

Best residential interior remodel over \$100,000. Includes, but is not limited to, such projects as family or recreation room remodeling, attic or basement 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.

10. Residential Interior Specialty

This category represents a 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; 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 specialty 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 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 between \$100,000 and \$250,000. 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.

13. Residential Addition Over \$250,000

Best residential addition over \$250,000. 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.

14. Residential Exterior Under \$100,000

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

15. Residential Exterior \$100,000 and Over

Best exterior project \$100,000 and over. Includes, but is not limited to, alterations to the exterior of a residential building such as porticos, porches, decks, glass or screen enclosures, windows, dormers, and exterior resurfacings like siding, stucco, etc. which enhances the overall appearance of the exterior. The project cannot have added heated livable space to the home. Only exterior photographs may be used.

16. Residential Exterior Specialty

This category represents a special exterior element of a project. It includes, but is not limited to such projects as decks, columns, pagodas, trellises, arbors, fences and gates, patios and terraces, driveways, walkways, retaining walls, other masonry elements, fountains and water features, swimming pools and spas, and outdoor lighting. Also included may be detached structures such as garages, pool houses, studios, guesthouses, sheds, gazebos, pavilions, etc. Only exterior photos may be used. The residential exterior specialty must be specified in the entry materials and in the descriptive text in order to qualify.

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.

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

A project, with a cost of \$250,000 to \$500,000, 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.

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

A project, with a cost of \$500,001 to \$1,000,000, 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.

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

A project, with a cost of over \$1,000,000, 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.

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. Residential Universal Design

The residential universal design category will consider changes in residences that make them usable by people of all ages and physical capabilities. Projects can include, but are not limited to, accessible entrances, modified floor plans, barrier-free kitchens and baths, and use of “smart home” technology. Emphasis will be on using products and design to create invisible solutions that blend with the surroundings. Clearly indicate both the problem and solution to the accessibility problem for evaluation of stated goals.

23. 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.

24. 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.

25. 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.

26. Home Theater & Media Rooms Under \$150,000

A remodeled space within a house, with a cost under \$150,000, that serves as a home theater or media room that may include entertainment or game room areas. The space can be a remodel of an existing room, an addition or an attic conversion. The space must incorporate audio & video equipment and a designated viewing area. A/V equipment can be built-in or free standing. Interior views only if the space is an addition.

27. Home Theater & Media Rooms \$150,000 and Over

A remodeled space within a house, with a cost of \$150,000 or more, that serves as a home theater or media room that may include entertainment or game room areas. The space can be a remodel of an existing room, an addition or an attic conversion. The space must incorporate audio & video equipment and a designated viewing area. A/V equipment can be built-in or free standing. Interior views only if the space is an addition.

2008 CotY Entry Form

**All entrants must be NARI members in good standing.*

Name: _____

Company Name*: _____

Company Address: _____

Telephone: _____ Fax: _____ Email _____

Very Important!! We often use email to communicate with you!

Check here if this is a Team Entry – fill out additional team member information on the reverse side. All team members must sign!

Please circle one: Local Chapter Member - Chapter Name: _____ or Member-at-Large

Choose Region

- Region I: Northeast (ME, NH, VT, MA, RI, CT, NY, PA, DE, NJ)
- Region II: Southeast (MD, DC, WV, VA, NC, SC, TN, GA, FL, AL)
- Region III: North Central (IL, IA, MN, WI, MO, ND, SD, NE, KS)
- Region IV: East Central (IN, KY, MI, OH)
- Region V: South Central (AR, AZ, TX, OK, NM, MS, LA, NV)
- Region VI: North West (CO, ID, MT, WA, OR, WY, AK)
- Region VII: South West (CA, HI, UT)

Project Category: _____ Category Number: _____

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

Project Owner's Name: _____

Project Address: _____

Project Total Cost: \$ _____ Project Completion Date: _____

(Projects must have been completed between July 1, 2007 and November 30, 2008)

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.

↙ **SIGN HERE** _____
Owner's Signature Date

↙ **SIGN HERE** _____
Contractor's Signature Date

Before me appeared the contractor 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.

↙ **SIGN HERE** _____
Notary Public Commission Expiration

Promotional Agreement

I agree that if my entry is selected as a winner, all promotion, advertising, business stationary 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 (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 National, are not refundable, transferable, and cannot be carried over to other NARI programs, awards or otherwise.

↙ **SIGN HERE** _____
Contractor's Signature Date

Send completed entry to: NARI of Central Ohio, 285 N. State St., Suite 102, Westerville, OH 43081

2008 CotY Team Entrants

Fill this out only if you are entering a team project

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

Team Member:

Contractor's Name _____

Company Name * _____

Company Address _____

Telephone _____ Fax _____ Email address _____
Very important! We often use email to communicate with you



Team Member signature _____

Team Member:

Contractor's Name _____

Company Name * _____

Company Address _____

Telephone _____ Fax _____ Email address _____
Very important! We often use email to communicate with you



Team Member signature _____

Team Member:

Contractor's Name _____

Company Name * _____

Company Address _____

Telephone _____ Fax _____ Email address _____
Very important! We often 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 2008 NARI Contractor of the Year (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 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 two copies of the issue of the publication in which the photographs are first published or notification of use in electronic media.

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: _____

What Products Did You Use?

National CotY Award winners may receive coverage in national publications as a result of the Association's alliance with selected media sources. In order to get coverage, we need to be able to provide these companies information about the products you used in the project. Please complete the following form listing the products you used in the project. Use additional sheets as necessary.

Products	Manufacturer	Reason It Was Chosen
Appliances		
Audio/Visual		
Brick		
Cabinets		
Carpet		
Ceiling Fans		
Counter tops		
Decking		
Doors		
Drywall		
Electrical		
Fireplaces		
Flooring		
Hardware		
HVAC		
Insulation		
Lighting		
Millwork		
Paint		
Plumbing Fixtures		
Pool Equipment		
Roofing		
Shelving		
Siding		
Skylights		
Spa Equipment		
Tile		
Windows		
Other		
Other		
Other		
Other		

The Judging Process

A National Contractor of the Year (CotY) Award Winner is an entry that demonstrates remodeling excellence. Judges need to evaluate the balance of good marketing and the execution of a quality remodeling project. They use the following guidelines to evaluate each entry and compare them to each other. Please note that they are not required to present Honorable Mentions, Regional or National awards in every category. There will be no Honorable Mention if there is no Regional winner. The following guidelines are intended as general direction in helping the judges compare the entries:

National Winner: An outstanding or insightful approach or result. Significantly better than average.

Regional Winner: Better than average approach or result of the entries submitted based on criteria.

Regional Judging

A group of judges begins by individually comparing all the entries in a category within a region. They may take a preliminary review of that group of entries, and then score the entries one by one, using the judge's ballot provided. They may re-review previously scored entries from time-to-time as they go along. They do not discuss the entries during this phase of the process, and they do not see other judge's score sheets. Once a category within a region is completed, the ballots are collected and tallied. A regional score for each entry is obtained by averaging the scores for the entry. The highest average score obtained, providing the project represents at least a "better than average approach or result," determines the Regional winner for each category. Honorable Mentions may be awarded at the judge's discretion. The process continues until all of the categories are judged on the Regional level.

National Judging

The judges will look at each of the Regional winners within a category to determine a National winner. During this phase of the process no score sheets are used, and the previous score sheets are not made available for reference. The judges discuss the projects, each of them sharing their opinions. As a group they decide on the National winner for each category.

The following is an example of a judge's ballot. The sub-questions in each section are meant to stir the judges thought processes and may not apply for each entry. This ballot may be modified as deemed necessary.

Points should be assigned 1 to 10 - 1 being the lowest and 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?

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

4. Is there evidence of superior craftsmanship?

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

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?

6. Did the contractor overcome difficult obstacles?

Were difficult obstacles encountered as described by the contractor and over-come 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)

Grand total all points (max 80)