



## Hotel Association of North Texas

### 17th Annual HOSPY Awards Gala Hotel Employee Nomination Form

This event is the largest hospitality awards gala in North Texas. Since the Gala's inception in 2007, the Hotel Association of North Texas has maintained the tradition of recognizing and honoring excellence within the hospitality industry for those that have gone above and beyond to leave a positive impact on their guests, team, and property.

The prize is the coveted Crystal Pineapple Award.

**All nominations must be submitted electronically. This document is for reference only.**

#### **Nomination Guidelines and FAQs:**

**Who is eligible to be nominated?** All nominated individuals and organizations must be current HANTX Members. To verify membership status, please call 214-484-7060.

**How many individuals may I nominate?** Only **one (1)** nominee per category is allowed. There is a **max of four (4)** nominations per property with 300 rooms and under; and a max of six (6) nominations per property with 301 rooms or more. Please note, no one may be nominated if they have won a HOSPY award in the past three (3) yrs.

**Is a form required for each nomination?** Yes. One (1) form per nomination is required.

**Why is a photo of the nominee being requested?** A "Faces of the Industry" slideshow will be shown during the Gala and we would like to showcase each nominee during this presentation.

**May I nominate myself?** No, you may not nominate yourself, but you may have someone from your team, management company or corporate office nominate you.

**Do nominees receive a complimentary seat at the Gala?** Each nominee receives one (1) complimentary ticket. Please note in the nomination application if your hotel property would like to underwrite the cost for your nominee, and have them be seated at your table. Otherwise, we try and place nominees as close to their respective properties as possible.

**When's the deadline?** **October 18, 2024** is the deadline.

*Please complete the following questions about your nominee to the best of your ability. These are very competitive award categories, and a good, concise, and well-written nomination is key to communicating the qualifications of a candidate to the review committee.*

*The review committee will assign points (1-10 scale) to your nominee based on your answers such as they how they go above and beyond in their role, what is their impact on your property or fellow associates, and if these*

*claims are effectively backed up by supporting examples. The name of your nominee and organization will be anonymous to our reviewers so the only information they have to base their scores on is your written submission.*

*Please be as concise and as accurate as possible. You have a maximum of 1000 characters per answer.*

**Nominator Information:**

First Name \*

Last Name \*

Title \*

Organization \*

Phone

Email \*

Number of hotel rooms \*

Underwrite HOSPY Nominee Seat \*

Will you inform the nominee they are being nominated?

**Nominee Information**

*Please complete the following information on the person you are nominating for a HOSPY Award. A person may not be nominated if they have won a HOSPY award in the past three (3) years.*

First Name \*

Last Name \*

Job Title \*

Phone

Email \*

How long has the nominee been with the organization? \*

How long has the nominee been in the hospitality industry?

Nominee Photo (If possible, please upload a photo of your nominee. These will be used during a nominee highlight reel during the event and if the nominee is selected as the winner of their category, the photos may be used for use on the HANTX website and/or social media posts.)

***HOSPY Categories***

Please check **ONE** award nomination category for each person you nominate. One form per person. Only **one (1)** nominee per category is allowed. There is a **max of four (4)** nominations per property with 300 rooms and under; and a **max of six (6)** nominations per property with 301 rooms or more. Please note that no one may be nominated if they have won a HOSPY award in the past three (3) years.

## Award Nomination - Stars of the Industry Category \*

Below are a **few examples of, but not limited to**, job positions that fall under each "Stars of the Industry" category.

For 2024, there is not a Heart of the House Guest Services category - those positions were reclassified under other existing categories. The Director or Manager of the Year was split into four – one for Administration, Front of the House and for Heart of the House. The Concierge of the Year is back.

**Please note:** The nominees in these categories are **non-management** positions. The nominee for the "Director/Manager of the Year" category may be a director or manager in any department – see note above.

- **Front of the House F & B:** Server, bartender, room service, host/hostess, cashier, bus person
- **Heart of the House F & B:** Cook, catering secretary, cafeteria employee, bar back, butcher, steward, dishwasher
- **Front of the House Guest Services:** Bell person, driver, front desk agent, valet attendant, butler, rooms control
- **Sales & Marketing:** Sales representative or coordinator, reservations agent
- **Events & Convention Services:** Catering coordinator, event planner, banquet employee
- **Loss Prevention/Security:** Security officer, investigator
- **Housekeeping/Laundry Services:** Room attendant, linen room attendant, laundry attendant, housekeeper, floor attendant, seamstress, public area cleaner
- **Administrative:** Accountant, human resources assistant, executive assistant, income auditor, purchasing agent, operations employee
- **Engineering/Maintenance:** Engineer, maintenance employee

Please select one (1) award nomination category:

Administrative Employee of the Year  
Concierge of the Year  
Engineering/Maintenance Employee of the Year  
Front of the House F&B Employee of the Year  
Heart of the House F&B Employee of the Year  
Front of the House Guest Services Employee of the Year  
Housekeeping/Laundry Services Employee of the Year  
Loss Prevention/Security Employee of the Year  
Sales, Marketing, and Convention Service Employee of the Year  
Administration Director or Manager of the Year  
Food & Beverage Director or Manager of the Year  
Front of the House Director or Manager of the Year  
Heart of the House Director or Manager of the Year  
General Manager of the Year

## **Questions**

*Please complete the following questions about your nominee to the best of your ability. These are very competitive award categories, and a concise, and well-written nomination is key to communicating the qualifications of a candidate to the review committee.*

*The review committee will assign points based on your answers such as the nominee goes above and beyond in their role, what is their impact on your property or fellow associates, and if these claims are effectively backed up by supporting examples.*

*You have a maximum of 1000 characters per answer.*

**Question 1:** Why is this person being nominated for a HOSPY Award? Describe the individual's characteristics including their leadership, attitude, and professionalism.

**Question 2:** How does this nominee exemplify your hotel's brand in the hospitality they offer in terms of friendliness, helpfulness, and enthusiasm?

**Question 3:** Please give specific examples of how this nominee goes above and beyond in their current position? How have they differentiated themselves from their peers and/or exceeded their goals?

**Question 4:** Using specific example(s), highlight successful interactions with guests / vendors / employees.

**Question 5:** Describe how this person helped their department, hotel, local community, or the industry at large over the past year that made a positive impact.