

★ 2010 STARS OF THE INDUSTRY NOMINATION INFORMATION ★

Please read the general entry rules, award categories, and criteria that follow to determine the eligibility for your employees and/or property for nominations. For employee awards, please fill out official entry form that is included. **All employee award submissions must be made according to the general entry rules!** For property awards, note the award and property being nominated and also a contact person and phone number. **Return all entry forms and supporting materials to UH&LA no later than September 10, 2010.**

### GENERAL ENTRY RULES

- All employee activities/work and property programs being used as criteria for the awards must have been done during the 2009/2010 calendar years.
- Judging will be heavily based on documentation provided and entries must be submitted in the following format in a binder or folder.
  1. Introduction letter from management of hotel or department manager.
  2. Picture of applicant
  3. Copies of all certifications, awards for education, professional development, and community service mentioned in intro letter.
  4. Letters of recommendation from peers past and current. Peer review should cite exemplary job performance and guest service exhibited by nominee.
  5. Job performance and guest service skills should be documented by guest comment cards or guest letters.
- Supporting materials are required, such as awards, write-ups, newspaper articles, and certificates.
- Awards are limited to UH&LA members in good standing.
- Employees or properties are not eligible to win in a specific category if they have received the same award in the last three years.
- All submitted materials become the property of UH&LA and will not be returned.
- If a category does not have an entry meeting the specified criteria, an award winner will not be chosen.
- Return all entry forms and supporting materials to UH&LA no later than September 10, 2010. SORRY, late entries will not be accepted!

**Please contact the UH&LA with any questions at (801) 593-2213**

**Return nomination forms in binder or folder to:**

Utah Hotel & Lodging Association  
P.O. Box 1028  
Kaysville, Utah 84037  
uhlmail@gmail.com

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### Take time to show your star employees just how much you care!

Each year, Utah Hotel & Lodging Association honors the industry's finest employees at it's Annual Stars of the Industry Awards ceremony. This is will be an opportunity for you to recognize your employees who show exceptional service and spirit for our industry by going that extra mile for your guests, your property and your community!

★ 2010 STARS OF THE INDUSTRY EMPLOYEE AWARD CATEGORIES ★

**1) GENERAL MANAGER OF THE YEAR**

(Small Properties 1-100 & Large Properties 101 & above)

Recognizes an outstanding Utah innkeeper/hotelier/ bed & breakfast (owner or general manager) who has demonstrated extraordinary professionalism in the operation of a lodging property and who has contributed to the positive image of the lodging industry in Utah. (Nominations for this award will also be submitted to the American Hotel & Lodging Association for the national award of the same name.)

**2) LODGING EMPLOYEE OF THE YEAR**

Recognizes exemplary professionalism and exceptional service by a lodging supervisory or non-management employee. (Any supervisor, and "line" employee is eligible.) Nominees are judged on performance above and beyond normal job responsibilities and outstanding or unusual service performed for the property, guests, and the community. One year minimum employment in the lodging industry. (Nominations for this award will also be submitted to the American Hotel & Lodging Association for the national award of the same name.)

**3) OUTSTANDING MANAGER OF THE YEAR**

Recognizes any lodging employee in an executive level position who exemplifies extraordinary professionalism and outstanding managerial skills within his/her department. Open to all departments, managers only. Educational level required documentation, weighted heavily. (Nominations for this award will also be submitted to the American Hotel & Lodging Association for the national award of the same name.)

**4) FOOD & BEVERAGE SERVICE EMPLOYEE OF THE YEAR**

Recognizes an outstanding food and beverage employee who exemplifies tremendous expertise and knowledge in the food and beverage department either on the front-line or in the back-of-the-house. This category includes any server, host/hostess, busser, bartender, dishwasher, banquet set-up or catering person.

**5) FOOD PREPARATION EMPLOYEE OF THE YEAR**

Recognizes a food prep employee who demonstrates extraordinary knowledge and expertise in any of the following positions: banquet food preparation, line cook, sous chef, kitchen employee or prep cook.

**6) HOUSEKEEPER OF THE YEAR**

Recognizes exceptional service by an employee in the housekeeping department. The nominee must be a non-management employee and will be judged on outstanding and unusual service performed for the property, guests, and community.

**7) MAINTENANCE /ENGINEERING EMPLOYEE OF THE YEAR**

Recognizes exceptional service by an employee in a property's maintenance and/or engineering department who is non-management including security personnel and grounds keepers.

**8) ALLIED MEMBER OF THE YEAR**

Allows allies and hoteliers to recognize an impressive UH&LA allied member who demonstrates exemplary professionalism and exceptional service to Utah's hospitality industry.

**9) SALES EMPLOYEE OF THE YEAR**

For employees involved in the Sales & Marketing of your property, or it's goods and services.

**10) CONCIERGE/BELLMAN OF THE YEAR**

This category was designed to honor special concierge or bellman/driver that guests rely on for various reasons.