



The Timbers Club
Interstate Roofing

APPLICATION

Awards Dinner

2023 JOB OF YEAR



CATEGORIES

(Nominations will be classified by the job's contract dollar amount)

- Under \$150,000 ● \$150,001 - \$450,000
- \$450,001 - \$850,000 ● Over \$850,001

QUALIFICATIONS TO SUBMIT A JOB:

- Contractor members only
- Project was completed from December, 2022 through November, 2023
- Member submitting job must be in good standing with the CRA



WHAT TO SUBMIT:

1. A completed and signed application form.
2. Supporting documents (text and pictures) that showcase your job. Text should be no more than 7 double spaced 8 ½ x 11 pages that address the three bullet points on the application. Pictures should be at least ½ a page in size for easy viewing. A combination of distance and close-up shots is very helpful and an aerial shot of the project is recommended. Drone photos or photos from Google Maps are acceptable, but no drone video is allowed. Submit no less than 10 nor more than 25 pictures.
3. SEND FIVE COPIES OF THE APPLICATION FORM & SUPPORTING DOCUMENTS to the CRA office (address below) by 5:00 p.m. **Monday, Dec 4, 2023**. Late submissions will not be accepted.
4. Also, send the application form electronically in PDF format AND each of the photos (png or jpg) to debbie@coloradoroofing.org

WHAT HAPPENS NEXT:

- Roofing contractors from other states judge the submissions
- WINNING JOBS will be announced and recognized at the Awards Dinner which will be held at the Social Capitol Event Center, Arvada, CO on Thursday, February 22, 2024
- ALL JOBS that are submitted are recognized in a slide presentation at the start of the dinner and throughout the evening



Colorado Roofing Association – Awards Dinner

“Recognizing the Outstanding Work done by CRA Member Companies!”

P.O. Box 740550 • Arvada, CO 80006 • 303-484-0549 • Fax 720-633-9776

E-mail: debbie@coloradoroofing.org • Web site: coloradoroofing.org

JOB OF THE YEAR Award Application



Company Name _____ Contact: _____

Contact Email _____ Contact Ph: _____

Name of Project _____

Categories – \$ Size of Contract

- Under \$150,000 \$150,001 - \$450,000
 \$450,001 - \$850,000 Over \$850,001

Other Categories

- First Timer' Submission (*Your company must be a CRA member who has never submitted a job nomination before. Please also indicate the size of contract above*)

of Squares _____

Check One

- New Roof
 Re-Roof

CRA Member acted as

- General
 Sub-Contractor

Start Date _____

Completion Date _____

Project Manager _____

Foreman _____

Sub-Contractors for the Project

1. _____
2. _____

3. _____
4. _____

Material Manufacturers Used

1. _____
2. _____
3. _____

Distributors or Suppliers Used

1. _____
2. _____
3. _____

1. Nominations must be submitted on this form and typed with a minimum 11-point font. Please 3-hole punch and place the entire submission in a clasp report cover or binder.

2. Attach a one-sided, double spaced, 7-page maximum description or summary outlining the following:

- **Please describe the roofing system for the Project starting with the deck and working up.**
- **Address the safety considerations for the Project** (*i.e.: What measures did you take to keep your crew and/or the public safe? How did your safety measures affect the execution, timeliness and costs of this project?*)
- **What were the job conditions/site restrictions/unique circumstances that you dealt with for the Project that sets your Project apart from others?** (*Did you encounter access issues, strict deadlines, budget considerations, design considerations, acting as the general contractor, a multi-employer worksite, government restrictions, public exposure, 3rd party inspections, or challenging weather conditions, etc.?*)

3. Sign & submit your application to the CRA.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS NOMINATION PACKAGE IS TRUE TO THE BEST OF MY KNOWLEDGE AND THAT THE NOMINEE IS A MEMBER OF THE CRA. THE NOMINEE ALSO CONSENTS TO HAVE PROJECT AND/OR HIS/HER NAME AND/OR PHOTO(S) PUBLISHED IN CONNECTION WITH THE CRA AWARDS DINNER.

NOMINATOR'S SIGNATURE

DATE

Application Deadline: Monday, December 4, 2023 by 5:00 p.m. No exceptions.

Meet all application deadlines.

You can't write a thoughtful entry at the last minute; you just can't. Use a calendar or planner, make a schedule, and stick to it. If you miss the deadline, even by just one day, you will not be considered.

Start to Gather application materials early.

Give yourself plenty of time to complete each step. Applications that have been rushed look sloppy, and incomplete applications probably won't be accepted.

Photos.

Shoot early in the morning or in late afternoon when the light is filtered at a smaller angle. Also, we recommend that your pictures depict various stages of construction and/or tell the "story" of your entry and the project's individual challenges or innovation.

- Use a combination of shots for wide view and then some detailed shots or consider cropping and blowing up the areas of key importance.
- Be on the look-out for safety violations or lack of safety in the photos you send with application. Judges will mark you down for this.
- If photos were taken on a cloudy day, take the time to brighten them before printing.
- Pictures should be printed in color and at least ½ a page in size for easy viewing. *Full page is recommended.*

Read the question.

It's amazing how often the person submitting an award entry doesn't bother to read the questions. This is the criteria that you are being judged on and it's likely each question is being judged independently. Make sure you read each question carefully and cover every aspect in your answer.

Stay on point.

Make sure your answer addresses the question directly. This is not a chance for you to veer off into a different direction to profile something you want the judges to know. Stay on topic and know the judge is most grateful when they have an answer they can easily grade.

Use bullet points effectively.

Bullet points are an effective way of ordering your key project areas and highlighting important points. Judges can absorb them more quickly than long paragraphs and improves a document's overall readability. Don't overuse and keep your bullet points brief by only including information that is absolutely necessary.

Don't skip questions.

Sounds obvious, right? You'd be surprised how many people skip questions. Make sure you answer all of the questions on the application -- an incomplete form adversely affects your score. A great tip is to copy all of the questions into a document and then use this to draft your answers. Ignoring or even just brushing over a question is also looked at poorly and scored negatively.

Follow directions to the letter.

Make sure every bit of required information is submitted with your original entry. Judges probably won't be able to contact you if something is missing or incomplete. Use page 2 of the Job of Year Application as a checklist of information needed to complete an application. Make sure to use it and tick off each item before you send your application off.

MORE TIPS 

Stick to the to the maximum page limit.

These limits are designed to ensure judges have enough time to get through all the entries in the allotted time. The page size should be a standard 8.5x11. Photos do NOT count towards the page length. If you embed photos in your narrative, you can go over pages to compensate for the space the photos took. (Remember, photos should be at least ½ page in size for easy viewing).

Tell the truth.

Never lie in your award application because the truth will always come out. If you are caught being untruthful in your award application it can cause considerable damage to your reputation and embarrassment if the award is taken from you. It's best to avoid a potential PR disaster by always telling the truth in your award application.

Tell a story.

Have mercy on the poor judge who has 15, 20 or 30 applications to read. You can make your entry stand out by deploying brand storytelling techniques. *Brand storytelling is the art of shaping a company's identity through the use of narratives and storytelling techniques that facilitate an emotional response and establish meaningful connections.*

Quantify results.

When you quantify something, you're putting it in numbers. Your entry should have some well-calculated and real numbers to help you tell your story.

Get your staff and co-workers involved.

The bigger the award, the more information you'll need. Ask why you should win a particular award. Get your co-workers involved and have them help you collect evidence, metrics, examples, testimonials or anything else needed for your application.

Aim for perfection.

Spelling, punctuation and language usage are all taken into consideration. Your final submission should be devoid of errors. Work with an editor or a proofreader to ensure your application is perfect.

Read your submission aloud.

Before you send off your award entry, stand up and read it using your normal speaking voice. You'll be amazed at how the act of getting on your feet and using your full voice uncovers clumsy sentences and other errors affecting the readability of your submission.

Winning nominations all have three things in common; they are well organized, easy to navigate and clearly articulate to the judges WHY the nominee should win in that specific category.

It's YOUR JOB to convey all of the pertinent and persuasive information judges need to make an informed selection.