

Welcome to the **Contractor of the Year Award** Rules. Essential guidelines and regulations for participating in the awards program are here. Please familiarize yourself with these rules to ensure a smooth and fair competition. The official rules for Regional/National CotY Awards administered by NARI National may differ.

- **Entry submission period** is July 1, 2023 to September 24, 2023.

Eligibility

- Must be a NARI member in good standing to participate.
- New entries only; projects that have been submitted in the Atlanta Chapter competition previously are not allowed.
- 2023 Project completion date range is 7/1/21 to 9/23/23¹
- A project entered must be an improvement or addition to an existing structure (with the exception of Residential Detached Structure).
- Other NARI member companies that worked on the project should be included as Team Members.
- Only projects within the [acknowledged Metro-Atlanta area](#) (or within the metro area of the entrant company's business address) are eligible.
- Atlanta Chapter Members who volunteer to assist with the administration of the competition are not eligible.

Participation Requirements

- The NARI member who enters must have project oversight authority. This does not apply to the Architectural Design and Interior Feature categories.
- Project costs include all fees (designer, subcontractor, project owner, sweat equity, etc.)
- Entry fees are non-refundable, non-transferable, and cannot be carried over to subsequent years.
 - Entry fee: \$175
 - Team Members fee: \$75
- **Each** award category submission requires a [Project Summary](#), [Photos](#), a [Presentation](#), and [Signed Forms](#).

Project Summary

Entrants must provide a **Project Summary**, 100 words or less, submitted during the online entry. This is *in addition to* the presentation. The same project summary can be used in the [Presentation](#).

Before & After Photos

The [Presentation](#) uses these images to provide a visual narrative of the project's journey, demonstrate expertise, allow for direct comparison, and serve as tangible evidence of success, leaving a lasting impression on judges.

Before & After photos are not required for the following categories:

- Residential Architectural Design
- Interior Design Feature

Before and after photos must be uploaded individually in the online entry submission (these are for use in the awards night slideshow and on social and print media).

- The format must be .jpg or .jpeg
- Minimum size 1200x1800 pixels, no larger than 12MB each

¹ If the project is entered in the Regional CotY Awards, the completion date must be within 12/1/21 to 11/30/23. Regional entry is an automatic submission to the National CotY competition.

Rules

- Photo enhancement is limited to brightness, contrast, or sharpness adjustments only. Avoid adding or removing items or making any alterations that may impact the project's perceived value.
- Photos cannot contain anything that could identify the entrant company, homeowner/client, etc. (This includes but is not limited to: faces, logos, yard signs, etc.)
- Minimum 10 images are required on upload (up to 20 images). *If minimum is not reached, repeat one of the images to meet the upload requirements.*

Presentation

The judges will only review the **Presentation** file. It is strictly prohibited to include any NARI member's or project owner's company name, logo, individuals, or any other identifiable information in the **Presentation, images, or filenames**.

A separate **Presentation** is required for each category if a large project, like an Entire House, is entered into multiple categories. Each **Presentation** should accurately reflect the cost associated with that specific category.

- File Format
 - The file must be submitted in PDF format.
 - Up to 30 pages and a maximum file size of 20MB.²
- Content
 - A category title page can include the **Project Summary**.
 - A **Project Summary** that summarizes the project in 100 words or less.
 - Drawings/floor plans with concise captions to show before/after; not required to be scaled.
 - **Before & After Photos** with concise captions for each.

Signed Forms

When submitting your entry, including the required signed forms is essential to ensure a complete and valid submission. Download the PDF forms on the official CotY page at nariatlanta.org.

- Project Owner Agreement
- Photographer's Release

File Naming

Including any NARI member's company, project owner's name, individual's name, or any other identifiable information in the submitted filenames is *strictly prohibited*.

Feel free to use the suggested file naming instructions below:

1. Start with the entry category abbreviation: Begin the file name with a shortened abbreviation representing the specific entry category. (e.g., KIT for Residential Kitchen, COM for Commercial, LAN for Landscape Design)
2. Specify the file content: Provide a brief but clear description of the file content to identify its purpose easily. Use underscores () to separate words. (e.g., BeforePhoto, AfterPhoto, Presentation, ProjOwner, Photog)
3. Indicate the file format: Include the file format extension to denote the file type. Use standard file extensions such as .jpg or .pdf.

Example: KIT_Presentation.PDF, KIT_BeforePhoto.jpg

² Web search for [Adobe PDF Compressor](#) to reduce the file size online for free.

Required Files Checklist

Ensure a complete and successful entry with this checklist to guide you through the required files for submission.

- Project Summary
- Before & After Photos
- Signed Forms
 - Project Owner Agreement
 - Photographer's Release
- Presentation

The online submission will walk you through:

1. Program Rules
2. Contact Information & Category Selection
3. Project Information
4. Release Forms (upload)
5. Team Member Information
6. Other Organizations
7. Presentation & Photos (before/after uploads)
8. Checklist Prior to Submission