



## 2024 Circle of Excellence Awards Community Clubhouse of the Year Nomination Kit 5.2

*\*\*Preparation checklist: Use this form for reference prior to submitting your online nomination. The following items are required to properly submit a valid online nomination.*

*\*\* Please note a nominee will receive zero points for not submitting the criteria.*

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### 1. Nominator Information **(REQUIRED)**

- a. Name
- b. Phone Number
- c. Email

### 2. Community Information **(REQUIRED)**

- |                            |  |
|----------------------------|--|
| a. Community Name          | e. Community/Property Manager Name         |
| b. Management Company Name | f. Community/Property Manager Phone Number |
| c. Phone Number            | g. Photo Representing Community Clubhouse  |
| d. Email                   |  |

### 3. Functional Use of Space **(10 POINTS)**

- a. Include a photo showing how the placement of furniture or use of colors achieved maximum functional use of space.

### 4. Supplementary Questions **(50 POINTS)**

- a. Describe the apartment community's target market and how the presentation of the clubhouse assists with marketing the community.
- b. List and describe the interior design features of each amenity.
- c. Describe any clubhouse features that may set you apart from other communities.
- d. Is there anything else you would like to say about the nominee that makes them qualified for this award?

### 5. Floor Plan **(20 POINTS)**

- a. Include a brochure-type floorplan of the clubhouse describing interior features.

### 6. Photos/Videos **(20 POINTS)**

- a. Leasing Area
- b. Management Office(s)
- c. Reception Area
- d. Amenities

### 7. Additional Attachments **(OPTIONAL)**

- a. Nominees may submit additional documents (photos, videos, presentations, etc.) to further make their claim for this award.