



Local Event of the Year Application



This award will be given to a local association that has organized and held an exceptional event within the last year (September 1, 2008 - September 1, 2009). Please be sure to complete all areas of the application.

Should you need additional space for criteria, please note and attach a separate sheet.

Nominated By	
Name	
Address	
City, St & Zip	
Phone	
Fax	
Email	

Association Information						
<input type="radio"/> ABA	<input type="radio"/> CMBA	<input type="radio"/> HBA	<input type="radio"/> MMBA	<input type="radio"/> NMBA	<input type="radio"/> SCBA	<input type="radio"/> VBA
<input type="radio"/> BATC	<input type="radio"/> CRBA	<input type="radio"/> LRBA	<input type="radio"/> MRBA	<input type="radio"/> RAB, Inc.	<input type="radio"/> SNBA	<input type="radio"/> WCBA
Please select association membership size as it applies according to your membership numbers as of December 31, 2007						
<input type="radio"/> 250 or less	<input type="radio"/> 251-500	<input type="radio"/> 501-750	<input type="radio"/> 751-1000	<input type="radio"/> 1000+		
Total number of staff (excluding Executive Officers):						

Event Information	
Event Title	
Describe the nominated event in 50 words or less. Please provide any information that will help the judges and fellow peers identify the value of your submission.	

Event Information			
Was the event held between September 1, 2008 and September 1, 2009?		<input type="radio"/> Yes <input type="radio"/> No	
If no, what year was the program first held, and how do you believe the event has evolved to now make it deserving of an award? (Please note: events not held in the time specified above must be ongoing to date.)			
What was the purpose and goal of this project? Describe in 50 words or less.			
Were the purpose and goal achieved?		<input type="radio"/> Yes <input type="radio"/> No	
If yes, how were they achieved (outline results). If no, outline circumstances (include supporting documents)			
How many staff worked on this project?			
Project Budget	\$	Association Annual Budget	\$
Explain in 50 words or less how this project was funded. Include copy of budget, if applicable.			
What percent of this project was done in-house (by staff), by members, or outsourced (to PR firm, contract lobbyist, etc.)?			
% In-House	% By Members	% Outsourced	
Describe in 50 words or less what obstacles were faced while doing this project/program			

Event Information (continued)

In 50 words or less, explain why this project is worthy of an award

Supporting Materials - Please attach separately and indicate what is included with check marks

- At least two photographs of the association event highlighted in this application (required)
- At least one marketing/promotional piece supporting this event (required)

Submitter's Affidavit

Signature	
Date	
Print Name	

Mail completed entry with supporting materials to:
Awards
Builders Association of Minnesota
525 Park St, Ste 150
St. Paul, MN 55103