



# 2019 Awards for Excellence Celebrating 100 Years



## Best Function Venue

An award for a Club with one or more dedicated, high standard function facilities, providing outstanding event hosting.

Judges will base their assessment on a range of areas including but not exclusive to the following:

- Three testimonials from clients hosted by the Club within the qualification period, including name and contact number
- List of functions hosted throughout the qualification period
- Process for handling all stages of event from initial enquiry to post event follow up
- Range of packages offered including food and beverage menus
- Accommodating of special requests
- Examples of function run sheets/schedules
- Suitability of menu to venue/location
- Good variety of choices including alternative dietary & healthy choices
- Good variety of beverages
- Appealing room and table settings
- Range of equipment and facilities available
- Staff & Service - welcome / goodbye, level of engagement, efficient service levels, professionalism
- Staff neat, clean attired and well groomed

### TERMS & CONDITIONS OF ENTRY

- *Nominations must be accompanied by at least two (2) high resolution photos of your club, suitable for display on the large screen at the Awards Ceremony. Photos might be of your venue or staff – Note: By supplying the photo(s), you are granting Clubs SA permission to use the images for promotional purposes associated with the awards program*
- *A high resolution copy of your club's logo*
- *Only applications on 2019 Nomination Forms will be considered*
- *A Nomination Form is required for EVERY nomination*
- *An accompanying submission is compulsory for each category entered. Submissions are scored according to the established criteria. The underlying consideration is how the Club or individual strives to achieve excellence in a specific category. The submission will provide supporting information for judge / judges who will then visit the venue or individual and assess accordingly.*
- *Submissions must be in single sided A4 format with accompanying Nomination Form*
- *You are encouraged to include documents and evidence to support your information included in your submission. e.g. brochures and photos.*
- *Clubs SA Board Members are not eligible to nominate for individual Award categories*
- *A lack of nominations in a category will deem the category void*

### CLUB OF THE YEAR \* SMALL | MEDIUM | LARGE will be based on Turnover

- *Small and Medium Clubs will be required to complete a Nomination as per the requirements listed in the Clubs SA Category Document*
- *Large Clubs of the year will be established by the judging panel - 3 or more **Club** related categories must be entered to be eligible (individual categories not included)*

### Turn over Thresholds for the 2018 Financial Year

- *Small: Annual turnover less than \$500,000.*
- *Medium: Annual turnover from \$500,000 to \$2,000,000*
- *Large: Annual turnover over \$2,000,000*





2019  
*Awards for Excellence*  
*Celebrating 100 Years*



# *Basic Information*

AWARD CATEGORY
CLUB
NAME OF MAIN CONTACT
POSITION
MOBILE
EMAIL
CLUB'S MOST RECENT ANNUAL TURNOVER

**Club of the Year categories are based off annual turnover as per below**

Small: Annual turnover less than \$500,000.

Medium: Annual turnover from \$500,000 to \$2,000,000

Large: Annual turnover over \$2,000,000

**Nomination Checklist**

1. Completed nomination form
2. Brief written application
3. Photos
4. Other supporting documentation / material

Return your completed application by mail to:

**Awards for Excellence 2019**

Clubs SA House, 222a Henley Beach Road Torrensville SA 5031

Or by email to: [awards@clubssa.com.au](mailto:awards@clubssa.com.au)

