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**Worksheet for Group 1: Design/Build/Installation (including seasonal color)**

**For dates, deadlines and complete entry information please visit:**

**urbanagcouncil.com/gala-group-1**

**Rules of entry**

* Only UAC members in good standing may submit entries (dues must be current)
* There is no limit to the number of entries per company, but:
	+ each project can be entered in one category only; and
	+ multiple entries for one property address will not be accepted.
	+ Previous UAC award entries can be resubmitted if new photos are provided, except:
	+ Projects that previously received a Grand Award cannot be re-entered in the same category.
	+ Seasonal color entries: properties that previously received a Grand Award may be resubmitted, but the new entry must have a completely new design.
	+ The project cannot be owned by the entering company.
	+ Projects (except seasonal color entries) must be at least two years old and no more than seven years old.
	+ For residential projects, both the design and the installation must have been completed by the UAC member company entering the project.
	+ Copy of the contract’s signature page listing date of installation, actual cost and scope of the project is required.

**Judging procedures**

1. Entries do not compete against each other; they are evaluated using the judging criteria.
2. Judges may designate multiple entries to receive awards within any category.
3. All entries are judged without knowledge of who entered the project.
4. A panel of professionals representing various aspects of the industry evaluate the entries.
5. All judges’ decisions are final.

**How to enter**

**Step 1**: Read the Rules of Entry and Judging Procedures on this worksheet (or visit urbanagcouncil.com/gala-group-1 for complete entry information including dates, deadlines, and success tips)

**Step 2:** Complete this worksheet

**Step 3:** Gather your photographs

**Step 4:** Use the information from this worksheet to complete the online entry form, then upload your photos and the required documents:

 urbanagcouncil.com/gala-group-1-submit-your-entry

**Step 5:** On the online entry form, provide payment information for entry fee (register early for Early Bird discount!)

**Step 6:** Submit!

**Group 1 GALA worksheet**

**Company information**

Name of company entering project:

Is this company a current UAC member in good standing (dues are current)? \_\_\_Yes \_\_\_\_No

Contact individual:

Phone:

Email:

Address:

City, State, Zip:

**Project details**

Select the appropriate category for this project:

\_\_\_\_ Small space

\_\_\_\_ Residential, under $50,000

\_\_\_\_ Residential, $50,000 - $150,000

\_\_\_\_ Residential, over $150,000

\_\_\_\_ Commercial, under $75,000

\_\_\_\_ Commercial, $75,000 - $200,000

\_\_\_\_ Commercial, $201,000 - $500,000

\_\_\_\_ Commercial, over $500,000

\_\_\_\_ Seasonal color – residential (includes container designs)

\_\_\_\_ Seasonal color – commercial (includes container designs)

Project name:

Property address:

City, State, Zip:

Owner’s name or contract manager:

Project designer/landscape architect:

List all subcontractors on this project:

Was this project previously submitted for a GALA award? \_\_\_Yes \_\_\_\_No

If YES: Year submitted: \_\_\_\_\_\_\_\_ Award received: \_\_\_\_\_\_\_\_

Is this project owned by the entering company? \_\_\_Yes \_\_\_\_No

Were both the design and the installation completed by the entering company?

\_\_\_Yes \_\_\_\_No

Please enter the month and year that this project was installed:

Month: \_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_

What were the client’s primary goals for this project?

How did you successfully achieve those goals?

What were the main obstacles in completing this project?

How did you overcome those obstacles?

**Group 1 judging criteria**

1. Overall appearance, including design (unity/scale/functionality/plant choices)
2. Degree of difficulty (challenges and how they were overcome)
3. Quality of plant material (healthy, planted properly, right plant/right place)
4. Goals/objectives clearly defined and successfully achieved

**Photos**

* Select a minimum of six and a maximum of 12 photos, including “before” and “after” photos taken from the same vantage point.
* Photos may be horizontal or vertical.
* Slides and PowerPoint documents will not be accepted.
* All photos submitted must be cleared for release upon submission. UAC accepts no responsibility for copyrights or photographic fees. All images become the property of Georgia UAC and may be used in news releases, the association website, and other promotional purposes.

**Photo checklist**

\_\_\_\_ Image size for each photo is at least 1920 pixels x 1080 pixels.

\_\_\_\_ The company name is not be visible in any of the photos.

\_\_\_\_ All photos are cleared for release to Georgia UAC.

\_\_\_\_ All photos are digital, in a .jpg or .png file format.

\_\_\_\_ None of these photos have been digitally corrected, enhanced or changed in any way.

\_\_\_\_ All photos have been renamed with the project name and numbered from 01 to 12.

Incorrectly formatted photos will disqualify your entry.

**Photo 01**

Which judging criteria(s) does this photo illustrate? (Check all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 02**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 03**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 04**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 05**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 06**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 07**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 08**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 09**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 10**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 11**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Photo 12**

Which judging criteria(s) does this photo illustrate? (Select all that apply)

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – quality of plant material

\_\_\_\_ 4 – goals/objectives achieved

Is this a before or after photo? \_\_\_Before \_\_\_\_After

Caption for photo:

*TIP: Use this caption to help the judges better understand this project and why it deserves an award.*

**Additional documentation**

Contract’s signature page

*Details needed are the date of installation, actual cost, and your scope of work on the project.*

**Landscape plan**

*A landscape plan is not required but feel free to upload if it will help the judges fully understand the project.*

**UAC Code of Ethics and copyright release**

*Agree to the following and digitally sign:*

All of the information submitted is accurate. I certify that the work on this project meets the UAC Code of Ethics:

* To promote honesty and professionalism always;
* To promote and encourage best management practices;
* To improve my skills and knowledge and to encourage education and research; and
* To elevate public awareness of the professionalism of the urban ag industry through my investment in the association.

I release entry materials to UAC for media use and other purposes as UAC deems appropriate. I assume all responsibility for copyrights, photographic fees, and client permission for further use of entry materials.

**Payment info & payment method**

* Complete online form