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**Worksheet for Group 2: Landscape Management**

**For dates, deadlines and general information please visit:**

**urbanagcouncil.com/gala-group-2**

**Awards coaching option**

Opt in to awards coaching and you’ll get periodic text updates, prompts, and tips to keep you on track with your awards submission. Sign up today:

**https://urbanagcouncil.com/gala-awards-coaching**

**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.
  + Set of specifications showing the scope of your work is required.
  + The project cannot be owned by the entering company.
  + Project must have been managed by the entering company for at least six months.

**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-2 for complete entry information including dates, deadlines, and success tips)

**Step 2:** Complete this worksheet. This worksheet mirrors the online application. Start filling in this worksheet as you gather information and photographs. It's never too soon to start!

**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-2-submit-your-entry

**Step 5:** On the online entry form, provide payment information for entry fee (register by January 5, 2024 to avoid the late fee!).

**Step 6:** Submit!

**Group 2 GALA worksheet**

Project name (this is what would appear on your award plaque):

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**

Residential/Commercial:

\_\_\_\_ Residential

\_\_\_\_ Commercial

Interior/Exterior

\_\_\_\_ Interior

\_\_\_\_ Exterior

Property address:

Owner’s name or contract manager:

This project was designed by:

\_\_\_\_ Landscape architect/landscape designer

\_\_\_\_ Architect

\_\_\_\_ Interior designer

\_\_\_\_ Landscape contractor

\_\_\_\_ Other

Designer name:

Designer employed by:

Designer phone:

Designer email:

Check all work performed by others, for which you had no responsibility or control:

\_\_\_\_ Grading

\_\_\_\_ Hardscape

\_\_\_\_ Water features/pool/spa

\_\_\_\_ Irrigation systems

\_\_\_\_ Plant installation

\_\_\_\_ Design

\_\_\_\_ Trees (above 12 feet)

\_\_\_\_ Turf

\_\_\_\_ Seasonal color

\_\_\_\_ Roads

\_\_\_\_ Parking areas

\_\_\_\_ Lighting systems

Additional types of work performed by others not listed above:

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

Please enter the month and year that your company began managing this property (must have been at least six months):

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 2 judging criteria**

Projects are not judged against other entries; they are judged on how well they meet the following judging criteria. Awards are determined based on a 100-point scoring system, using the following metric:

1. Overall appearance (well maintained, neat, vigorous) – 25%
2. Degree of difficulty (challenges and how they were overcome) – 15%
3. Appearance of:
   * Trees (healthy, properly pruned, no mower or weed eater damage) – 8%
   * Shrubs (vigorous, properly pruned, insect free) – 8%
   * Groundcover (full and mature, edged neatly, trimmed around shrubs/trees) – 8%
   * Turf (green and lush, weed free, mowed and edged neatly) – 8%
   * Annual color (good plant selections, neat, weed free, healthy) – 8%
4. Goals/objectives clearly defined and successfully achieved – 20%

**Earth Aware honor**

Complete only if you wish to have these additional criteria considered for a potential Earth Aware honor. If the project does not receive an Earth Aware honor, it will not be eliminated - it will be reviewed as a traditional entry.

\_\_\_\_ Practical turf areas created where they provide defined functions

\_\_\_\_ Soil evaluated and improved if necessary

\_\_\_\_ Plants grouped according to their water needs (hydrozoning)

\_\_\_\_ Innovative technologies, products and practices used to maximize efficient water use

\_\_\_\_ Mulch used to reduce surface evaporation of water and weeds

\_\_\_\_ Native trees and/or plants installed

\_\_\_\_ Organic fertilizers and/or pest control used

\_\_\_\_ Water management and/or rainwater capture systems employed

\_\_\_\_ Pervious surfaces installed

\_\_\_\_ Green roof constructed

**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.
* 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.

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

Incorrectly formatted photos will disqualify your entry.

**Upload your project photos:**

Accepted file types: jpg, jpeg, png. Max. file size: 50 MB, Max. files: 12

Attach each image that you are submitting in a .jpg, .jpeg, or .png file format. A minimum of six photos of your project is required, but you may submit up to 12 photos. \*\*If you have edited your photos in any way, the original unedited version of the photo must also be uploaded.\*\*

**Photo 01**

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

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 01: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 02: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 03: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 04: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 05: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 06: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 07: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 08: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 09: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 10: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 11: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

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? Check all that apply.

\_\_\_\_ 1 – overall appearance

\_\_\_\_ 2 – degree of difficulty

\_\_\_\_ 3 – appearance of trees

\_\_\_\_ 4 – appearance of shrubs

\_\_\_\_ 5 – appearance of groundcover

\_\_\_\_ 6 – appearance of turf

\_\_\_\_ 7 – appearance of annual color

\_\_\_\_ 8 – goals/objectives achieved

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

Photo 12: Has this photo been edited in any way? If YES, you must upload the original, unedited version of the photo in addition to the edited version.

 \_\_\_\_ YES, this photo has been edited

 \_\_\_\_ NO, this photo has not been edited

Caption for photo:

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

**Additional documentation**

Please upload the project’s scope of work/specifications.

Accepted file types: jpg, png, pdf, doc, docx, Max. file size: 2 MB.

**Entry ready to submit**

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

\_\_ I agree and digitally sign

**Payment info & payment method**

**2024 GALA entry deadlines and fees**

 \_\_\_\_ Entry deadline (must be submitted by 5:00 pm, Friday, January 5, 2024): $150 per entry

 \_\_\_\_ Late entry deadline: (submitted after 5:00 pm on January 5, 2024 and no later than 5:00 pm, Friday, January 12, 2024): $200 per entry

Payment method

 \_\_\_\_ Credit card (form will appear when this option is selected)

 \_\_\_\_ Check by mail (please make checks payable to Georgia UAC; multiple entries can be paid with one check)

Mail check to: Georgia UAC, PO Box 3400, Duluth GA 30096

For credit card option, complete online form.

**Click “Submit this entry now” and you’re done!**

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*Updated 4/18/23*