

# Judges' Tips for Completing Kansas City Chapter, AGC Building Excellence Award Nomination Forms

The following tips are designed to help KC AGC member companies maximize their chances for success when submitting projects for AGC Building Excellence Awards.

When evaluating project nomination forms, the judges assign a numerical score to the awards criteria. The nomination is then ranked according to the judges' total weighted score. Before a final vote is taken to determine the Winner and Finalists, the judges discuss the relative strengths and weaknesses of the nominations submitted. *Since the nomination form may well be the only exposure the judges will have to a project, it is important that your responses, and any supporting information including photography, strongly convey the project's worthiness for an award. However, the judges will make every attempt to evaluate the project on its overall merits rather than solely on the quality of the Nomination Form.*

**Tip 1: Provide Complete Information.** Review the information you provide to ensure that it is factual and detailed. An incomplete or poorly-worded response will tend to receive a lower score.

**Tip 2: Provide Supporting Information.** The more supporting information you provide in your responses, the more favorably the nomination is likely to be judged.

**Tip 3: Organize Your Information.** Be sure your responses correspond directly to the criteria at hand. It is difficult for judges to evaluate a nomination when a response appears in the wrong area of the form.

**Tip 4: Be Relevant.** Be sure your responses are relevant to the awards criteria. Surprisingly, some nomination forms contain responses that are irrelevant or not clearly related to the criteria at hand.

**Tip 5: Provide Good Testimonials.** Good words from good sources are valuable! All judges look upon testimonials as important supporting documentation, and the *source* of that documentation does matter. For example, testimonials from clients or owners are preferred over those from members of the AGC project team. Also, client or owner testimonials that provide specific information about their experience with the nominee will have more meaning and credibility than a generic quote such as "They were great team players."

**Tip 6: Provide Quality Content.** The overall quality of the content is very important. Your nomination should be *well-organized, complete, and legible* because this will make it much easier for the judges to read, evaluate, and compare to the other nominations.

**Tip 7: Get an Objective Review.** Before submitting your nomination for consideration, you may want to have another set of eyes look it over for an objective evaluation. They may find something in it that you may want to revise or that you may have overlooked.

*Thank you for participating in the AGC Building Excellence Awards Program, and good luck!*

Kansas City Chapter, AGC  
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