




HOTEL ASSOCIATION OF NEW YORK CITY, INC.

320 PARK AVENUE, NEW YORK, NY 10022-6838

(212) 754-6700 FAX (212) 754-0243

TO: General Managers, Human Resources Directors – Member Hotels

FROM: Joseph E. Spinnato 

RE: Call for Entries: 2013 Big Apple Stars Awards
Deadline: Friday, August 16, 2013

DATE: June 17, 2013

The Hotel Association of New York City, Inc. will be holding its 17th Annual Big Apple Stars Awards Program on Tuesday, November 12, 2013. The event, which will take place during the International Hotel/Motel & Restaurant Show at the Jacob K. Javits Convention Center, is designed to recognize exemplary performances by New York City hotel employees. Winners will be chosen in six categories and the top nominee among all six categories will receive special recognition.

Each of the six category winners will receive a check for \$500.00 plus a plaque acknowledging their achievements. The individual among the group of winners deemed "Best of Class" will also receive an additional check for \$500.00 plus an engraved crystal award.

The Big Apple Stars Awards Program is a great opportunity for you to bring public recognition to your exceptional employees. This program serves as a qualifier for the American Hotel & Lodging Association's Stars of the Industry Award, and as such, we strongly urge you to participate.

The six award categories are as follows:

- **Full-Time Concierge**
- **Full-Time Door Person**
- **Full-Time Hourly With Guest Contact**
- **Full-Time Hourly Without Guest Contact**
- **Full-Time Room Attendant**
- **Managerial Below General Manager**

All nominees will be honored with a Certificate of Recognition and a "Goody Bag" at the November 12, 2013 event.

A nomination form for the Big Apple Stars Awards Program is enclosed. In addition, you may download the form directly from the HANYC website at www.hanyc.org.

The deadline for entries is Friday, August 16, 2013.

If you have any questions pertaining to the Big Apple Stars Awards Program, please contact Rick Amato at the Association by either calling (212) 754-6700 or emailing ramato@hanyc.org.

Best regards.

JES/lef
Attachment

HOTEL ASSOCIATION OF NEW YORK CITY, INC.
2013 BIG APPLE STARS AWARDS EMPLOYEE NOMINATION FORM

ENTRY DEADLINE: FRIDAY, AUGUST 16, 2013

Note: This application can be down loaded from the HANYC website at www.hanyc.org

ELIGIBILITY

The individual must be an employee of a member hotel of the Hotel Association of New York City, Inc. Please note that in order to be considered for the American Hotel & Lodging Association's Annual Stars of the Industry Awards Program, you must first enter an available city or state awards program. The HANYC Big Apple Stars Awards Program is a qualifying awards program.

ENTRY GUIDELINES

1. **PLEASE OMIT EMPLOYEE AND HOTEL NAMES FROM ANSWERS TO QUESTIONS 1 THROUGH 8.**
2. **Use one form per nominee. You may copy this form and nominate one individual for each of the 6 categories.**
3. **Submit only one nominee for each category.**
4. **Answer all 8 questions as succinctly as possible (use additional space if needed). Neatness counts so we recommend that you type, not handwrite, your entries.**
5. **It is important to provide specifics and examples to support each statement.**
6. **Be sure to call Rick Amato at the Association at (212) 754-6700, after submitting your nominees, to verify receipt of your nominations by the Association.**

Mail, messenger or email your entries to Loyda Fermaint (lfermaint@hanyc.org), c/o Hotel Association of New York City, Inc., 320 Park Avenue, 22nd Floor, New York, NY 10022-6838

AWARD CATEGORIES (Please check only one category)

- A ___ Full-Time Concierge
- B ___ Full-Time Door Person
- C ___ Full -Time Hourly With Guest Contact
- D ___ Full-Time Hourly Without Guest Contact
- E ___ Full-Time Room Attendant
- F ___ Managerial Below General Manager

***PLEASE DELETE ANY REFERENCE TO THE CANDIDATE'S NAME AND/OR HOTEL IN ANSWERING QUESTIONS 1 – 8 AND IN ANY ACCOMPANYING RECOMMENDATION LETTERS!**

****ALL ENTRIES MUST BE TYPED OR PRINTED FOR CLARITY. PLEASE VERIFY THE CORRECT SPELLING OF THE EMPLOYEE'S NAME AS YOU WANT IT TO APPEAR ON BOTH THE NOMINEE CERTIFICATE AND FOR PROGRAM INFORMATION !**

NAME OF NOMINEE (Deleted for Judging)

HOTEL NAME (Deleted for Judging)

NOMINATION CRITERIA

- 1. Explain the employee's overall job performance. Please be specific.**

- 2. Show, by example, the employee's attitude towards his/her work.**

- 3. Describe the interaction of the employee with his/her co-workers. Please cite specific examples of excellence.**

- 4. Describe the interaction of the employee with guests. Please cite specific examples of the employee's positive impact on the guest experience at your hotel.**
- 5. Please list any awards or formal recognition that the employee has received from management, guests, award organizations and/or peers. You may attach any letters of recommendation to this form.**
- 6. Please list and describe the employee's industry and/or community involvement. Be specific.**

7. How would you describe the employee's dedication to his/her profession and to your hotel?

8. Please list any other reasons for nominating this employee for the Big Apple Stars Awards.

Person Completing This Form _____
Telephone _____
Email _____

Submit entry forms and accompanying materials to:

Loyda Fermaint
Hotel Association of New York City, Inc.
320 Park Avenue, 22nd Floor
New York, NY 10022-6838
Phone: (212) 754-6700
Fax: (212) 688 -2838
Email: lfermaint@hanyc.org

Mark your calendar for the 2013 Big Apple Stars Awards Ceremony: Tuesday, November 12, 2013 at the Jacob K. Javits Center, Special Events Hall, 10:00 A.M. - 12:00 Noon.