



PINNACLE AWARD  
2019  
GUIDEBOOK & ENTRY  
REQUIREMENTS

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PINNACLE AWARD

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INNOVATION

## INNOVATION

The Pinnacle Awards and the standard of service excellence which they represent have the proud support of the BOMA Newfoundland & Labrador Board of Directors. These standards should be the objective of all BOMA Members. The Pinnacle Awards allow us to celebrate the company and individual successes of our members. These successes establish members as leaders in their industries and the individuals, who, by setting examples, carry their companies to even greater accomplishments.

BOMA Newfoundland & Labrador is actively involved in recognizing companies for their efforts to instill excellence in our industry. Presented below are points of information, selection criteria and the process pertaining to your submission for this prestigious award.

**ELIGIBILITY**

- Entries are to be submitted on a self-nominating basis.
- Entrants may not have won in the same category during the last two years. (Furthermore, no organization shall be eligible to submit an entry in this category if the innovation has previously won).
- Judging of the entry will be based on your written submission and meeting of all submission requirements as listed in the Guidebook.
- Entrants must be BOMA Newfoundland & Labrador members.

**PINNACLE AWARD (National)**

The winner is eligible to enter the 2019 BOMA Canada national awards competition. Visit [www.bomacanada.ca](http://www.bomacanada.ca) for more information.

**REGISTRATION**

A Pinnacle Award Registration Form and fee of \$200 (+ HST) must be received by BOMA Newfoundland & Labrador by **Wednesday, March 6, 2019** in order to register entrants and to qualify your formal Submissions Guidebook. The registration fee includes one ticket per entry for the Awards Gala.

**SUBMISSION DEADLINE**

Completed, formal submissions must be received by **5 p.m., Wednesday, April 10, 2019** at:

BOMA Newfoundland & Labrador  
Awards Committee  
72 Campbell Avenue  
St. John's, NL A1B 2R9  
mail@bomanl.com

**SUBMISSION REQUIREMENTS**

The purpose of the Pinnacle Award for Innovation is to recognize and promote innovation in the commercial real estate industry, whether it is a uniquely beneficial program, product or service, a better way to solve specific needs or an ingenious way to keep customers happy. Email submissions are encouraged, in pdf format only. If hard copies are submitted, four copies **must** be provided.

**WRITTEN SUBMISSION (see Section A for details)**

1. A cover sheet stating the following must be included:  
Name of Property Owner/Management company or Service/Supplier Company as well as the name, phone number and address of the person who will receive all correspondence. If your company has a mission statement, please include that as well.
2. Submissions must be made on company letterhead using your company standard issue presentation covers and binding format.
3. Submission must be a maximum of 5 pages (single side of a sheet of paper in a 12-point type). Additional information/material will not be considered.

Note: Additional supporting documentation may be presented during the judges site visit to support your submission.

**LOGO** A JPF/TIFF copy of your logo must be provided on disk or via e-mail.

**VERIFICATION**

Entrants will be contacted by the judges to obtain further clarification or a demonstration of the innovation submitted.

**SUMMARY OF JUDGES' SCORING**

A minimum of 70% or 70 points must be earned to be eligible.

**Section A Synopsis**

Your written submission should support the company's approach to innovation and it should make note of specific details that deserve merit. The written submission should be brief (maximum five pages) and address the following. However, the format is open and you are encouraged to include any information that you feel will assist the judges:

1. Describe how innovation is encouraged and rewarded in your Company
2. Describe the innovative program, product or service, how it is unique, and how it benefits the commercial real estate industry.
3. Describe how this has benefited your company and/or your clients, and the impact it has on business. How does the innovation make the building owner/manager's or customer's job easier, less stressful or more productive? Has it increased your company's or your client's efficiency, productivity and/or revenue?
4. Describe how you included employee and/or customer input into the development of the innovation.
5. Identify key clients\* where this innovation is applied or implemented.

\* Clients including employees and contractors.

**Section B “Innovation” Interviews**

A survey will be conducted by the judges of your Client(s) or employees and contractors. The survey questions will be based on Criteria A.

1. Provide client name(s), position, and Contact number.
2. Provide employee list with names, position and Contact number.

**Section C Site Visit**

A mandatory site visit will be coordinated with the judges to visit your location and/or corporate head office to verify your submission, including a viewing of the supporting documentation. written submission should support the company’s approach to innovation and it should make note of specific details that deserve merit. The written submission should be brief (maximum of five pages) and address the following. However, the format is open and you are encouraged to include any information that you feel will assist the judges:

1. Describe how innovation is encouraged and rewarded in your company.
2. Describe the innovation program, product or service, how it is unique, and how it benefits the commercial real estate industry.
3. Describe how this has benefited your company and/or your clients, and the impact it has on business. How does the innovation make the building owner/manager’s or customers’ job easier, less stressful or more productive? Has it increased your company’s or your client’s efficiency, productivity and/or revenue?
4. Describe how you included employee and/or customer input into the development of the innovation.
5. Identify key clients where this innovation is applied or implemented.



**BOMA NL**  
**2019 Pinnacle Awards – Judging Sheet (Innovation)**

Category: \_\_\_\_\_

Local: \_\_\_\_\_

Entrant: \_\_\_\_\_

CRITERIA		SCORE	SCALE	COMMENTS
A	Innovation Level		15	
B	Innovation is encouraged and rewarded in this company		15	
C	This innovation has directly benefited this company and its clients		15	
D	This innovation has directly impacted the commercial real estate industry		15	
E	It has made the building owner / manager or customer's job easier, less stressful, or more productive.		10	
F	It has increased efficiency, productivity and/or revenue.		15	
G	This innovation included employee and/or customer input into the development of the innovation.		15	
			100	

Judge: \_\_\_\_\_

Date: 2019