



August 15, 2018

The Monterey County Hospitality Association (MCHA)
is pleased to announce

Hospitality Recognition Day
on Wednesday, November 7th, 2018 12:00 p.m. – 2:00 p.m.
at the Monterey Conference Center

The Hospitality Recognition Lunch has grown to be the largest event to recognize our hospitality employees in California, due primarily to the broad base of cooperation and support from the community and local tourism leaders. Last year the event was attended by 600 people from our community, including over 400 individuals recognized for excellence in hospitality.

The awards program is designed to recognize all outstanding people working in the hospitality industry who perform beyond expectations. Nomination forms for the “Excellence in Hospitality Category Awards” (for line staff employees only) and the “Special Achievement Award” (for hourly supervisors) are enclosed for you to use to nominate the outstanding employees in your organization. If you need additional forms, please feel free to copy the attached nomination forms. All nominated employees will be publicly recognized and will receive an “Excellence in Hospitality” pin. Judges will choose ten finalists for the Papa Vince Award. The Special Achievement Award will remain the same as previous years with no changes. Nominations are open to the employees of any business that is a member of MCHA.

There are no limits to the number of hospitality employees you may nominate. **Take this opportunity to nominate and acknowledge your outstanding employees! Use this awards event as an occasion to give recognition to your employees and create a very special afternoon.** Please submit your nominations to the address listed on the nomination form **no later than September 10th, 2018.**

Please complete the luncheon reservation form in this packet and return it today to reserve space for this special event. We are expecting seats to sell quickly for the Hospitality Recognition Day luncheon, an event that will recognize your employees as an integral part of your business and the hospitality industry.

Best Regards,

Chris Chidlaw
Chair, MCHA



**Criteria: 10 Finalists for the Papa Vince Award
9 CATEGORY AWARD WINNERS!**

Who is eligible?

All non-management/non-supervisor hourly employees are eligible to become one of the nine finalists for the Papa Vince Award. Please consider all employees whether they have guest contact or not when making your nominations. Salaried employees in management positions are not eligible. **Employees that won last year are not eligible to win this year. They can however, be recognized using the recognition only form at the end of the packet. They will receive a pin, name in program and acknowledgement in the newspaper.**

How many employees may I nominate?

You may nominate as many employees as you wish. This is a wonderful way to acknowledge your many employees that have made contributions to your business and to the hospitality industry.

Does each nominee need a write up?

No. If you simply want to recognize an employee complete the *Nomination Recognition Form* at the end of the packet. No additional write up is necessary. However, if you want your nominee to be considered for an award, please complete the appropriate application forms attached.

How will my employees be acknowledged?

All nominated employees will receive an Excellence in Hospitality pin. Should one of your employees be selected as one of the Top 10 Finalists, they will receive numerous plaques, as well as gift certificates to area attractions, restaurants and/or accommodations.

Guidelines

Businesses will be given the following guidelines in order to assist in the selection process. These guidelines are intended to be award categories, one winner will be chosen from each category listed. Following is the criteria:

1. Focusing on the Guest Experience ***(4 Winners-1 from each business category listed below)**
2. Innovation and Technology **(1 Winner-any business category)**
3. Humanitarian/Community Service Efforts **(1 Winner any business category)**
4. Longevity **(1 Winner any business category)**
5. Effective Team Player **(1 Winner any business category)**
6. Best Display of Safety & Security **(1 Winner any business category)**

For consideration of the Papa Vince Award, an employee should excel in one or more of the above categories.

***The judges will ensure that one winner in the Focusing on the Guest Experience Award Categories will come from each of the following Business category:**

1. Large Hotel (51+ employees)
2. Small/Med Hotel/Motel/Inn (1-50 employees)
3. Restaurant
4. General Business (ie. Retail, Laguna Seca, transportation, rental car, Aquarium, etc)

Please complete the entire nomination form for your Papa Vince Award candidates. For employees not being considered for the Papa Vince award please complete the form on the last page.

Special Achievement Award Criteria

This category acknowledges the hourly supervisor. Judges will put a higher level of expectation on these employees and will honor the winner with a Special Achievement Award. Criteria that judges will be using will include the following:

1. Focusing on the Guest Experience
2. Innovation and Efficiency
3. Humanitarian Efforts
4. Leadership
5. Safety and Security
6. Financial Management



"EXCELLENCE IN HOSPITALITY"

NOMINATION FORM
(For hourly line staff employees only)

NOMINATION DEADLINE – SEPTEMBER 10th, 2018

Return completed forms to: Monterey County Hospitality Association (MCHA)
Attention: Bonnie Adams
P.O. Box 223542, Carmel, CA 93922
626-8636 / 626-4269 fax / website: www.mcha.net

Please plan ahead! We prefer to receive your nomination forms via mail or email!

Finalists will be selected by the judges and the winners will be announced at the Hospitality Recognition Luncheon, Wednesday, November 7th, 2018, Monterey Conference Center, 12:00-2:00.
(Please type or print legibly)

EMPLOYEE NAME: _____

EMPLOYEE JOB TITLE/POSITION _____

NAME OF ORGANIZATION _____

ADDRESS OF ORGANIZATION _____

PHONE OF ORGANIZATION _____

DOES THIS PERSON HAVE DIRECT GUEST CONTACT? YES NO

THIS PERSON IS BEING
NOMINATED BY: _____

HOW LONG HAS THE NOMINEE BEEN
WITH YOUR ORGANIZATION: _____

HOW LONG HAS THE NOMINEE BEEN
IN THE HOSPITALITY INDUSTRY: _____

(PLEASE COMPLETE BOTH PAGES)



**"SPECIAL ACHIEVEMENT AWARD"
NOMINATION FORM
(For hourly supervisors only)**

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(PLEASE COMPLETE BOTH PAGES)



HOSPITALITY RECOGNITION LUNCHEON

WEDNESDAY, NOVEMBER 7th, 2018

12:00 - 2:00 pm

**MONTEREY CONFERENCE CENTER
1 PORTOLA PLAZA
MONTEREY**

ADVANCE LUNCH RESERVATIONS REQUIRED

PLEASE RESERVE _____ SEATS AT \$25 EACH FOR:

NAME _____

COMPANY _____

ADDRESS _____

PHONE _____ FAX _____

WILL YOU REQUIRE TRANSPORTATION: YES _____ NO _____ #PEOPLE _____

*****(Reservations must be made by October 25th to guarantee your place)*****

Make checks payable to: Monterey County Hospitality Association (MCHA)
P.O. Box 223542, Carmel, CA 93922
626-8636 / 626-4269 FAX / www.mcha.net

**RESERVATION DEADLINE – OCTOBER 25th, 2018
PRE-PAID RESERVATIONS REQUIRED
NO REFUNDS**

