



"TOBY" Awards 2010-2011

Intent to participate in Local TOBY Competition

Fax completed form to BOMA at **(612) 340-9744** by noon on **Wednesday, October 13, 2010**.
Contact Sheila at the BOMA office with questions: **612-338-8627** or **sm@bomampls.org**.

Building Name: _____
(All buildings entered in the competition must be dues-paying BOMA buildings.)

Location: _____
(Street Address, City, State, Zip Code)

Please check only one category below: (To see complete category descriptions and requirements, visit www.boma.org.)

- | | |
|---|---|
| <input type="checkbox"/> Under 100,000 Square Feet Category | <input type="checkbox"/> Corporate Facility Category |
| <input type="checkbox"/> 100,000-249,999 Square Feet Category | <input type="checkbox"/> Medical Office Building Category |
| <input type="checkbox"/> 250,000-499,999 Square Feet Category | <input type="checkbox"/> Government Building Category |
| <input type="checkbox"/> 500,000-1 Million Square Feet Category | <input type="checkbox"/> Suburban Office Park (Low-Rise) Category |
| <input type="checkbox"/> Over 1 Million Square Feet Category | <input type="checkbox"/> Suburban Office Park (Mid-Rise) Category |
| <input type="checkbox"/> Renovated Building Category | <input type="checkbox"/> Industrial Office Park Category |
| <input type="checkbox"/> Historical Building Category | <input type="checkbox"/> Earth Award |

Contact Name (Please print) _____

Company _____

Address _____ City, State, Zip _____

Phone: _____ Email: _____

I agree to pay the \$125 local entry fee. Please check payment method.

- I will send this form with a \$125 check by mail.
- Please use the following credit card information:

Visa or MasterCard Number _____ Exp. _____

Name of cardholder _____ Signature _____

Local TOBY entries will be due in the BOMA office by 4:00 p.m. on Thursday, December 16, 2010.

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TOBY Competition 2010-2011

BOMA will be preparing a local TOBY promotional piece showcasing all entrants. We will be inviting your building's service providers to be recognized for their service to the Twin Cities premier buildings by sponsoring an ad in the publication. Please complete this form with contact information for your service providers. Then fax the completed form to BOMA at **(612) 340-9744** by noon on **Wednesday, October 13, 2010**. Contact Sheila at the BOMA office with questions: **612-338-8627** or **sm@bomampls.org**.

Your Name _____ Building _____

Our building's primary service providers include:

Electrical Contractor

Company Name _____

Contact Name _____

Phone _____

Email Address _____

Elevator Services

Company Name _____

Contact Name _____

Phone _____

Email Address _____

General Contractor(s)

Company Name _____

Contact Name _____

Phone _____

Email Address _____

HVAC Contractor

Company Name _____

Contact Name _____

Phone _____

Email Address _____

Janitorial Services

Company Name _____

Contact Name _____

Phone _____

Email Address _____

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Landscaping

Company Name _____
Contact Name _____
Phone _____
Email Address _____

Life Safety

Company Name _____
Contact Name _____
Phone _____
Email Address _____

Parking

Company Name _____
Contact Name _____
Phone _____
Email Address _____

Roofing

Company Name _____
Contact Name _____
Phone _____
Email Address _____

Security

Company Name _____
Contact Name _____
Phone _____
Email Address _____

Window Cleaning

Company Name _____
Contact Name _____
Phone _____
Email Address _____

Did we forget anyone?

Company Name _____
Contact Name _____
Phone _____
Email Address _____

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INSTRUCTIONS FOR SUBMITTING YOUR LOCAL TOBY ENTRY

All entries need to be submitted by 4:00 p.m. on **December 16, 2010** in order to be judged for the local competition.

Start today!

- Go to BOMA International's TOBY Awards online application at www.boma.org/toby.
- On the left side of the page, click on "Register" to create your online account and your building entry.

You will need to know your **BOMA International Membership ID** number, which can be found on the mailing label of most mailings from BOMA International, or you can call the BOMA Greater Minneapolis office at 612-338-8627 and we can look it up for you.

You will also need to know that BOMA Greater Minneapolis is part of the **Midwest Northern Region**.

For each building entry you create you will pay a **\$25 online data-submission fee**. Buildings may be added regardless of whether they have won at the local level. Adding a building does not enter the building in the regional or international competitions.

- Once your account is created, you are now ready to begin entering your building data. Click on "Review Buildings" on the **left** menu or "Add Building" on the **top** menu. Then begin entering your data. You can click on "Edit Forms" to check complete and incomplete sections.

* Helpful Hint...Create all narratives in the electronic online form and then download to a Word document or create them in a Word document, then upload to the electronic entry form. That way if anything goes awry with the online form, you haven't lost the data.

On your building's home page you will find the following helpful links:

"Entry Requirements" – We suggest you print these out to use as a guide in completing each section.

"Building Inspections Form" – This will give you information about what the judges will be looking for when they visit your building.

Questions or problems with the online submission form may be directed to Sheila Miller at the BOMA Greater Minneapolis office, who will then relay them to BOMA International.

1. Now to submit your local entry, print your document EXACTLY as you've entered it on the BOMA International site and then insert the BOMA International tab dividers.
2. Deliver your printed document to the BOMA office by 4:00 p.m. on December 16. If you prefer to send it electronically in a PDF document, call the BOMA office and we will send you instructions. In order to send it electronically, you must be able to create PDF documents.

January 1-23 TOBY judging team will be doing building inspections. Judging will be completed by January 27, 2011 and comments will be immediately provided to entrants. Those selected as winners will advance to the Regional competition and may use the local judges' comments to guide the finalization of their online submissions for the Regional competition.

February (Exact date TBA by BOMA Midwest Northern Region) Local winners who choose to advance to the Regional competition must pay the \$350 fee online to finalize their online entries and SUBMIT them. Once the entries have been submitted at this level they are no longer changeable.

February 10, 2011 TOBY entrants and winners will be recognized at the BOMA Greater Minneapolis General Meeting.

March – April Regional winners will be announced. Regional winners automatically advance to the BOMA International Competition.

June 29, 2011 International winners are announced at the annual BOMA International Convention, this year being held in Los Angeles.