



# "TOBY" Awards 2011-2012

## Intent to participate in Local TOBY Competition

Fax completed form to BOMA at **(612) 340-9744** by noon on **Wednesday, October 11, 2011**.  
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](http://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 15, 2011.**

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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 11, 2011**. 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 \_\_\_\_\_

**(Continued)**

# INSTRUCTIONS FOR SUBMITTING YOUR LOCAL TOBY ENTRY

All entries need to be submitted by 4:00 p.m. on **December 15, 2011** 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](http://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 15. 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 1-20** ..... TOBY judging team will be doing building inspections. Judging will be completed by January 27, 2012 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 \$275 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 9, 2012** ..... 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 26, 2012** ..... International winners are announced at the annual BOMA International Convention, this year being held in Seattle, Washington.