

PART I - Registration & Entry Fee

May 9th - Send in Entry Fee (\$300) & Registration Form - ENTERED INTO DRAWING FOR \$250 ON 5/10 BOMA MEMBER LUNCH

PART II - Preparing your Entry

Prepare your Portfolio Specifications

- A. Building Description (max. 1725 characters including spaces)
- B. Building Standards (max. 9,500 characters including spaces) & Typical Floor Plan & Site Plan (1 Main Lobby Floor Plan/ 2 Typical Floor Plans/ 1 site plan or aerial)
- C. Competition Photographs (2 Ext/1 Lobby & Hallways/1 Tenant Area/1 Central Plant or Mechanical Room/2 Add'l)
- D. Awards Ceremony Photographs (1 Building/ 1 Management Team/ 1 Property Manager)
- E. Community Impact (max. 8,500 characters including spaces)
- F. Tenant Relations (max. 8,500 characters including spaces)
- G. Energy Conservation (max. 8,000 characters including spaces)
 - 8a. Energy Star Ratings (Statement of Energy Star Performance - SEP)
 - 8b. Building Staff/Tenant Education
 - 8c. Building Operations and Maintenance
 - 8d. Building EMS Monitoring
 - 8e. Additional Certifications/Awards
- H. Environmental, Regulatory, and Sustainability (max 8,500 characters including spaces)
- I. Emergency Preparedness (max 8,500 characters including spaces)
- J. Training for Building Personnel

Do not forget to reference your TOBY Entry Requirements for more details on these categories

JULY 13th - Deadline to Submit Portfolio Specifications. E-mail jduff@kilroyrealty.com upon completion.

Prepare your building for your tour

- Review the judging sheets & what areas judges need to view
- Schedule service providers to do walk through
- Schedule all your budget items
- Walk your tour route
- Prepare visuals for your tour (community service, tenant relations, events, team building)

Touch Base with your Liaison

- Let your liaison know where judges should park at your building.
- Provide liaison details on where to meet to start your tour
- Book a conference room or private area for judges to score your entry after your tour

PART III - Tour Day

(last 2 weeks of July)

- Print out your Portfolio Specifications for the judges to use when scoring**
- Provide water & snacks for judges & liaison (judges typically have a long day)**
- Have a great tour!**

PART IV - Awards

- November 19th - Attend the BOMA Winter Gala to announce the winners**
- Use your win as a marketing tool for Brokers, new tenants, and tenant retention**