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