**This is a ‘Practice Form’. It is intended for you to familiarise yourself with the questions and you may wish to complete, print and/or share it with colleagues before cutting and pasting final answers into the online entry form. To enter the Awards you must do so online following links from the website below:**

[www.visit-nottinghamshire.co.uk/nottinghamshire-hospitality-stars-awards](https://www.visit-nottinghamshire.co.uk/nottinghamshire-hospitality-stars-awards)

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**Rising Star – Front of House**

*Recognises individuals within the tourism industry that demonstrate exceptional commitment to their customers and their work.*

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| **Eligibility Criteria** |
| * Directly involved in the tourism/hospitality industry, making a positive contribution to your business. Their role must make a contribution to Nottinghamshire’s visitor economy. |
| * You may enter on behalf of an outstanding member of staff or as an individual * They must demonstrate excellent customer service * Great communication skills * Exceptional commitment to their role * Prove they can work independently or part of a team * Exceeds expectations of customers and colleagues * Have a passion for what they do * Keen to progress their career within the hospitality industry |

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| **Applicant & Business Details (Not scored)** | |
| Name of Nominated Rising Star – Front of House |  |
| Nominee’s Job Title |  |
| Applicant’s Name (Your Name) |  |
| Applicant’s Email and Phone Number |  |
| Business Name  Give the name you use when promoting your business, as you wish it to appear in all publicity materials, on certificates, in presentations etc. |  |
| Business Address |  |

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| **Entry/Nomination details (Scored)** |
| Please give a description of the job role/current position of the person you are nominating for this award. Please state how long they have been in this role. Include details of their responsibilities and how they contribute to the running of the business. (100-200 words) |
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| **Question 1 (Scored)** |
| Why have you chosen to nominate this person and how do they meet the specified criteria. What skills do they bring to the industry? What makes them stand out? (150-200 words) |
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| **Question 2 (Scored)** |
| Please give real examples of specific events or occasions when this person has gone the extra mile and explain any benefits this created. (100-200 words) |
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| **Evidence (Scored)** |
| Please give details below of evidence or specific examples you have to support your nomination. Please provide website links to supporting evidence. (150-200 words) |
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| **Terms & Conditions of Entry** |
| “Competition” means Nottinghamshire Hospitality STARS Awards.  “Organiser” means Visit Nottinghamshire.   “Platform” means the online system that the applicant must use to complete their application.  By submitting an application to the Competition, you agree to be bound by the following terms and conditions:  ·         Applications for the Competition must be submitted within the time and date ranges specified at [www.visit-nottinghamshire.co.uk/nottinghamshire-hospitality-stars-awards](http://www.visit-nottinghamshire.co.uk/nottinghamshire-hospitality-stars-awards)  ·         Applications must be submitted online by following the link from [www.visit-nottinghamshire.co.uk/nottinghamshire-hospitality-stars-awards](http://www.visit-nottinghamshire.co.uk/nottinghamshire-hospitality-stars-awards)  ·         Entry is free for members of Visit Nottinghamshire. Non members can pay an entrance fee of £99 plus VAT. This includes entry into all of the award categories; non members will be invoiced on receipt of their application and payment must be received before the entry is accepted  ·        You must be open for business at some point between 26th April and 14th September 2019, so the judges can visit if required. If you are closed for any part of this period, please ensure this is highlighted in the ‘closures’ box on your application  ·         Applications may be submitted by any individual representing the business applying and the individual who submits the application will also become the contact whom all correspondence from the Organiser  ·         You or a colleague must inform the Organiser immediately of any changes to the applicant contact information during the Competition  ·         Employees or representatives/agents of the Organiser are not eligible to submit an application to the Competition except for categories in which third party nominations are publicly invited  ·         You must ensure that your business complies with all current and relevant legal and licensing obligations before submitting an application. The judges reserve the right to not consider an application if this is in doubt and cannot be confirmed  ·         You can apply for more than one category, except where specified within the eligibility criteria, but separate applications must be completed for each  ·         Applications will only be considered if they are deemed to meet the eligibility criteria for the category  ·         Applications will only be considered if they are submitted via the Platform and completed in full and do not exceed the maximum word counts  ·         The Organiser reserves the right to move an application into a different category, if deemed more appropriate and should this occur the business affected will be informed  ·         You agree to be part of any publicity undertaken in association with the Competition. If selected as a finalist, you accept and agree that the Organiser may use or publish any photographs, comments or evidence submitted at any stage of the Competition in any media, waiving any rights to payment or to inspect and approve a finished product  ·         Competition judges may decline to award winners at any level in some or all categories, if in their opinion there are insufficient entries of a winning standard  ·         The prize provided by the Organiser for each winner will be a certificate and/or a trophy. There is no cash alternative  ·         Competition winners may publicise their success indefinitely provided the placing and year are specified in all publicity and materials  ·         Competition winners may only use the specific logo issued by the Organiser and not modify it in any way, nor use, or adapt for use, any other logo connected with the Organiser  ·         The logo may only be used alongside the location or part of the business that has won an award e.g. a self-catering provider with multiple properties across different locations must only use the logo alongside the winning location  ·         You confirm that you own the copyright to any photographs included with your application and permit the Organiser to use these photographs in PR and awards literature if you are short listed as a finalist  ·         The Organiser will not accept responsibility for applications delayed or lost as a result of any network, computer hardware or software failure  ·         In the event of any dispute regarding the Competition eligibility criteria, application forms, judging process, choice of finalists/winners or any other matter relating to the Competition, the decisions of the Organiser shall be final and no correspondence or discussion shall be entered into.  ·      With the exception of the two local award categories (Rising Star – Front of House and Rising Star – Unsung Hero) all awards categories may be put forward for the VisitEngland Award for Excellence  Any data you provide will be handled in accordance with the Organiser’s privacy policy shown at <https://www.visit-nottinghamshire.co.uk/information/data-protection-policy>, VisitEngland’s [privacy policy](http://www.visitbritain.org/privacy-policy) and OpenWater’s [privacy policy](http://www.getopenwater.com/privacy-policy) (application software provider) available on their websites. The Organiser, VisitEngland and OpenWater reserve the right to amend their privacy policies from time to time, and new versions will be provided on their websites. The most up to date version of any policies hosted on their websites will bind you and them. |

Please indicate whether the person/team you are nominating is aware that you are putting them forward for nomination.

Yes / No