



August 15, 2011

An Invitation to Members of the Monterey County Hospitality Assn
Nominate Your Employees Today!

The Monterey County Hospitality Association (MCHA)
is pleased to announce

Hospitality Recognition Day
on Wednesday, November 2, 2011
12:00 p.m. – 2:00 p.m.
at the Monterey Conference Center

The Hospitality Recognition Lunch has grown to be the largest event to recognize our hospitality employees in California, due primarily to the broad base of cooperation and support from the community and local tourism leaders. Last year the event was attended by 700 people from our community, including over 400 individuals recognized for excellence in hospitality.

The awards program is designed to recognize all of the outstanding people working in the hospitality industry who perform beyond expectations. Nomination forms for the “Excellence in Hospitality Award” (for line staff employees only) and the “Special Achievement Award” (for hourly supervisors) are enclosed for you to use to nominate the outstanding employees in your organization. If you need additional forms, please feel free to copy the attached nomination forms. All nominated employees will be publicly recognized and will receive an “Excellence in Hospitality” pin. Judges will choose eleven finalists, including the Papa Vince Award and Special Achievement Award from those nominated. **Nominations are open to the employees of any business that is a member of MCHA.**

There are no limits to the number of hospitality employees you may nominate. Take this opportunity to nominate and acknowledge your outstanding employees! Please submit your nominations to the address listed on the nomination form **no later than September 21, 2011.**

Please complete the luncheon reservation form in this packet and return it today to reserve space for this special event. We are expecting seats to sell quickly for the Hospitality Recognition Day luncheon, an event that will recognize your employees as an integral part of your business and the hospitality industry.

Best Regards,

Janine Chicourrat
President, MCHA



Criteria: 10 Finalists for the Papa Vince Award

Who is eligible?

All non-management/non-supervisor hourly employees are eligible to become one of the ten finalists for the Papa Vince Award. Please consider all employees whether they have guest contact or not when making your nominations. Salaried employees in management positions are not eligible.

How many employees may I nominate?

You may nominate as many employees as you wish. This is a wonderful way to acknowledge your many employees that have made contributions to your business and to the hospitality industry.

How will my employees be acknowledged?

All nominated employees will receive an Excellence in Hospitality pin. Should one of your employees be selected as one of the Top 10 Finalists, they will receive numerous plaques, as well as gift certificates to area attractions, restaurants and/or accommodations.

The nomination form now asks for me to indicate a maximum of 5 people for the 10 finalists positions.

What does that mean?

Since you know your employees best, we are asking you to help our judges. Please help by indicating which of the many employees you have nominated that you feel are *most* worthy of being considered for the ten finalists for the Papa Vince Award. You may check-off up to 5 of the total number of employees you have nominated where indicated on the nomination form. **Please complete the entire nomination form for your Papa Vince Award candidates. For other employees complete side one.**

Guidelines

Judges will be given the following guidelines in order to assist in the selection process. These guidelines are not intended to be award categories, but rather suggestions to help select well-rounded, qualified employees. Following is the criteria:

1. Focusing on the Guest Experience
2. Innovation and Efficiency
3. Humanitarian Efforts
4. Honesty and Dependability
5. Effective Team Player
6. Safety & Security

Criteria: Special Achievement Award

This category acknowledges the hourly supervisor. Judges will put a higher level of expectation on these employees and will honor the winner with a Special Achievement Award. Criteria that judges will be using will include the following:

1. Focusing on the Guest Experience
2. Innovation and Efficiency
3. Humanitarian Efforts
4. Leadership
5. Team Development
6. Safety and Security
7. Financial Management



"EXCELLENCE IN HOSPITALITY"

NOMINATION FORM
(for hourly line staff employees only)

NOMINATION DEADLINE – SEPTEMBER 21, 2011

Return completed forms to: Monterey County Hospitality Association (MCHA)
Attention: Bonnie Adams
P.O. Box 223542, Carmel, CA 93922
626-8636 / 626-4269 fax / website: www.mcha.net

Please plan ahead! We prefer to receive your nomination forms via mail or email!

Finalists will be selected by the judges and the winners will be announced at the Hospitality Recognition Luncheon, Wednesday, November 2, Monterey Conference Center, 12:00 -2:00.
(Please type or print legibly)

EMPLOYEE NAME: _____

EMPLOYEE JOB TITLE/POSITION _____

NAME OF ORGANIZATION _____

ADDRESS OF ORGANIZATION _____

PHONE OF ORGANIZATION _____

DOES THIS PERSON HAVE DIRECT GUEST CONTACT? YES NO

THIS PERSON IS BEING
NOMINATED BY: _____

HOW LONG HAS THE NOMINEE BEEN
WITH YOUR ORGANIZATION: _____

HOW LONG HAS THE NOMINEE BEEN
IN THE HOSPITALITY INDUSTRY: _____

(PLEASE COMPLETE BOTH PAGES)



**"SPECIAL ACHIEVEMENT AWARD"
NOMINATION FORM
(for hourly supervisors only)**

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HOSPITALITY RECOGNITION LUNCHEON

WEDNESDAY, NOVEMBER 2, 2011

12:00 - 2:00 pm

**MONTEREY CONFERENCE CENTER
1 PORTOLA PLAZA
MONTEREY**

ADVANCE LUNCH RESERVATIONS REQUIRED

PLEASE RESERVE _____ SEATS AT \$25 EACH FOR:

NAME _____

COMPANY _____

ADDRESS _____

PHONE _____ FAX _____

WILL YOU REQUIRE TRANSPORTATION: YES _____ NO _____ #PEOPLE _____

*****(Reservations must be made by October 24 to guarantee your place)*****

Make checks payable to: Monterey County Hospitality Association (MCHA)
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626-8636 / 626-4269 FAX / www.mcha.net

RESERVATION DEADLINE – OCTOBER 24, 2011

PRE-PAID RESERVATIONS REQUIRED

NO REFUNDS