






Fit Out Awards 2017

ENTRY GUIDE

Thursday, November 2nd 2017
Clayton Hotel Burlington Road, Dublin

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Fit Out Awards 2017

Launched in 2012, the Fit Out Awards set the benchmark for excellence in Ireland's fit out industry.

The Fit Out Awards celebrate excellence in the execution of world-class fit outs, and recognise the people, companies and clients who have delivered these projects over the past year.

The award categories reflect the main areas of excellence in the industry and we hope you enter the ones most appropriate to you.

The cost of entry is €95.00 ex VAT for the first entry with each subsequent entry charged at €35.00 ex VAT. Payment can be made by Debit/Credit Card at the final stage of the submission process online.

The awards ceremony itself offers a unique opportunity to network with the industry's most influential players and meet current and potential clients.

The Fit Out Awards also offer a unique PR opportunity to showcase you and your business as a leader in this hugely important industry, with shortlisted entrants and award winners having their national profile raised.

And of course, there's the beautiful trophy which the successful entrants will take away on the night.

So get your thinking cap on and start putting your entries together!

We wish all our entrants the best of luck and we look forward to receiving your entries.

Entering

Enter online at fitoutawards.ie

There are 23 categories to choose from:

Fit Out Design Practice of the Year

Fit Out Contractor of the Year

Fit Out Sub-Contractor of the Year

Fit Out Professional Consultancy of the Year

Fit Out Project Management Firm of the Year

Fit Out Client of the Year

Fit Out Designer of the Year

Fit Out Project Manager of the Year

Young Fit Out Designer of the Year

Fit Out Project of the Year - Large Office

Fit Out Project of the Year - Medium Office

Fit Out Project of the Year - Small Office

Fit Out Project of the Year - Office New Build

Fit Out Project of the Year - Retail

Fit Out Project of the Year - Hospitality

Fit Out Project of the Year - Tourism & Leisure

Fit Out Project of the Year - Public Sector

Fit Out Project of the Year - International

Fit Out Project of the Year - Conservation

Excellence in Collaboration

Excellence in Sustainability

Fit Out Project of the Year - Residential

Fit Out Project of the Year - Healthcare

How to Enter



When completing your entry, please follow these rules:

- All activities cited in support of your entries must have been ongoing **within the past 12 months** from the closing date of these awards.
- Please ensure your submission fits onto **no more than 5 A4** pages in portrait PDF format, including supporting materials such as pictures, graphs, testimonials, etc.
- Please **answer each of the key criteria points** allocated to the category that you are entering. This is what the judges base their scores on. Back up your key points with other information such as tables, graphics, figures, pictures etc.
- You may enter as many categories as are relevant, however each entry must be **tailored to meet the category criteria**.
- **The entering party has to have an office in the ROI or NI**, and the projects that support their entry **must have taken place** in these areas, unless stated otherwise in the category criteria.

You will need the following to complete your entry:

- Your **5 A4 page PDF** entry document.
- A **50 word summary** of your entry. This may be used in full in our Awards booklet or in our script. It must be relevant to the category you are entering. So, if you are entering a project, the summary must be about the project, if you are entering a person, it must be about that person.
- **2 high resolution landscape photos** (300 dpi) relevant to your entry and the category you are entering. So, if you are entering a project, the photos must be about the project, if you are entering a person, they must be of that person.
- These will be used as part of the AV presentation on the night, so choose photos that you are proud to display.
- A **jpeg** version of your organisation **logo**.
- The **name** of the person who will **accept the trophy** on your behalf in the event you should win. This may be used in post awards media coverage.
- **Please note:** All of the above items will be required in order to submit your entry, and **you will not be able to modify your entry once uploaded**.

Tips on Entering



1. Read the criteria and make sure you answer each point. The judges use the criteria points as a basis for their scores, so make sure you touch on each criteria point. You can use additional facts, figures and information to back up or add to these points. By following the criteria you stand a better chance of scoring highly and make the judge's job easier!

2. Enter the right categories. Some companies seem to enter certain categories, and then ignore the one that they would stand a much better chance of winning. To start, look through the categories carefully and choose the most relevant to you. This will give you a better chance of winning.

3. Facts are very powerful; and waffle or generalities cut very little ice with the judges. There are lots of ways of presenting data, and one may look a lot stronger than the others. For example, your sales figures may not be great, but your new enquiry levels could be through the roof, focus on these. We're not advocating you twist the truth; but we do feel it's within the rules for you to make the strongest possible case for your company.

4. Don't write more than you've been asked to supply. There is a limit on the number of pages you can submit (5 A4 Pages). Don't go above this as the judges won't read reams of supporting information. In the same way don't do ultra-minimal entries and simply rely on your profile to get yourself noticed.

5. Put yourself in the judges' shoes. Think about what would really impress them? What makes you special and distinctive? Our judges are all senior people and you need to think about your entry from their perspective. In many cases we see entries prepared by junior members of the team who can miss key selling points. The best entries have input from someone at Board level.

6. Check everything carefully. Many entries include fundamental errors – mainly spelling or grammatical errors.

7. Phone a friend. The entries team working on the awards are happy to talk through draft entries and are always willing to give guidance. So if you want to try something a bit different, and would like our thoughts on that before you submit your entry, give us a call – we'll do our best to give you a sensible steer.

8. Good presentation pays dividends. You are not judged on how pretty your entry looks, but busy judges are inevitably attracted to easy-to-read, neatly laid out entries. Some of the better submissions include simple, summary bullet points. The best presented entries often incorporate a range of small photographs, clever charts or graphs and other visual material that makes it very easy to absorb and digest.

9. Boast, don't be modest! Your positive opening words are crucial - so begin with the end! This is the hook which will encourage those judging to delve deeper. Don't ramble; get to the point, every word should count. Be proud of what you have done, this is one time when it is absolutely right to boast. Testimonials are very powerful too!

10. Promote your business. It is not often you are given the chance to generate publicity; so encourage and praise your team and you might be surprised to discover that you can win one of the most prestigious awards in the sector. And if you win, think of the huge marketing advantage that will give you.

Judges & Judging Process

A distinguished panel of commentators, critics, international designers and fit out practitioners in Ireland will determine the winners of the Fit Out Awards. The expert panel of judges will bring their expertise and experience to the judging process.

To view who will be judging this year's Awards, visit www.fitoutawards.ie.

Shortlisting

- Once the entry deadline is reached, all entries will be carefully examined and scored using the criteria by the shortlisting panel of experts.
- The highest scoring submissions will be selected to go forward to the shortlist for each category.
- You will receive an email from the Event Team letting you know if your entry was successful or not.
- The shortlist of finalists will be published on the Awards' website, www.fitoutawards.ie.

Judging

- Judges are divided into panels, based on their expertise, to ensure any possible conflict is avoided.
- All judges score finalists based on the relevant category criteria.
- Scores are then collected by the event team and collated.
- Scores are sent to the judging coordinator who checks and verifies all scores.
- The highest scoring entrant is declared the winner of that category.

The winners will be announced at the Awards night in the Clayton Hotel Burlington Road, Dublin, on November 2nd 2017.

Categories & Criteria



Open to all design consultancies and architects involved in a fit out project in the past 12 months, this award recognises the Fit Out Design Practice that really shone in 2016 / 2017.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Organisation information: When the company was established, number of employees, key skills within your team. Please also provide an indication of your turnover over the last three years, and how your staffing levels have evolved.*
- *Key Projects: List the key projects you have completed in the past 12 months, and provide a brief description of each, indicating exactly what you did, the costs and why you feel the end result was so exceptional.*
- *Highlights: Explain why the last twelve months have been so good for your organisation. What has been the real stand-out highlight for your firm of the last year? And if you've done anything especially innovative make sure you explain this too.*
- *Please include any other statements or facts that support your entry, including a few testimonials from satisfied clients if possible.*



This category recognises the Irish Fit Out Contractor that stood out in 2016 / 2017, and is open to all contractors involved in a fit out project over the past 12 months.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Organisation information: When the company was established, number of employees, key skills within your team. Please also provide an indication of your turnover over the last three years, and how your staffing levels have evolved.*
- *Key Projects: List the key projects you have completed in the past 12 months, and provide a brief description of each, indicating exactly what you did, the costs and why you feel the end result was so exceptional.*
- *Highlights: Explain why the last twelve months have been so good for your organisation. What has been the real stand-out highlight for your firm of the last year? And if you've done anything especially innovative make sure you explain this too.*
- *Please include any other statements or facts that support your entry, including a few testimonials from satisfied clients if possible.*



This category is open to any sub-contractor that delivered key specific aspects to a top class Fit Out project in the past 12 months.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Organisation information: When the company was established, number of employees, key skills within your team. Please also provide an indication of your turnover over the last three years, and how your staffing levels have evolved.*
- *Key Projects: List the key projects you have been involved in over the past 12 months, and provide a brief description of each, indicating exactly what you provided, the costs and why you feel the end result was so exceptional.*
- *Highlights: Explain why the last twelve months have been so good for your organisation. What has been the real stand-out highlight for your firm of the last year? And if you've done anything especially innovative make sure you explain this too.*
- *Please include any other statements or facts that support your entry, including a few testimonials from satisfied clients.*



This category is open to any M&E Consultancies and Quantity Surveyors involved in delivering a top class fit out project over the past 12 months.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Organisation information: When the company was established, number of employees, key skills within your team. Please also provide an indication of your turnover over the last three years, and how your staffing levels have evolved.*
- *Key Projects: List the key projects you have completed in the past 12 months, and provide a brief description of each, indicating exactly what you did, the costs and why you feel the end result was so exceptional.*
- *Highlights: Explain why the last twelve months have been so good for your organisation. What has been the real stand-out highlight for your firm of the last year? And if you've done anything especially innovative make sure you explain this too.*
- *Please include any other statements or facts that support your entry, including a few testimonials from satisfied clients.*



This category recognises the most outstanding project management firm involved in delivering a top class fit out in Ireland over the past 12 months.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Organisation information: When the company was established, number of employees, key skills within your team. Please also provide an indication of your turnover over the last three years, and how your staffing levels have evolved.*
- *Key Projects: List the key projects you have completed in the past 12 months, and provide a brief description of each, indicating exactly what you did, the costs and why you feel the end result was so exceptional.*
- *Highlights: Explain why the last twelve months have been so good for your organisation. What has been the real stand-out highlight for your firm of the last year? And if you've done anything especially innovative make sure you explain this too.*
- *Please include any other statements or facts that support your entry, including a few testimonials from satisfied clients.*



The best clients tend to deliver the best work. So if you have worked with a client who you feel deserves special recognition, or you yourself have commissioned a particularly successful fit out project in the past 12 months, then be sure to enter this award.

Please note: If you intend to submit an entry into any of the Fit Out Project categories, you may enter this category by submitting information for the first criteria point only (1 A4 page maximum), along with a copy of the relevant Project submission.

If you do not intend to enter the Fit Out Project categories, please write a little about each of the topics listed below in your 5 A4 page submission and lay out the information - text, photos, plans, section drawings, tables, graphics etc. so that it is easy and clear to understand.

- *Explain why you feel the client / you deserve special recognition for the projects commissioned in the past year.*
- *Please provide a description of the scale and range of the fit out contracts the client/ you have commissioned over the past 12 months, including dates of commencement and completion and the contract value(s).*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
- *Highlight any especially challenging aspects or innovations involved in the project(s), and include a brief description of them where relevant.*
- *Please include any other statements or facts that support your entry.*



This award is open to any individual working in a design consultancy, architect or in-house design team who has played a key design role on a fit out project over the past 12 months. The designer can be nominated by themselves or anyone inside or outside their organisation, but please ensure you have their permission to do so.

Please note: If you have played a key role in a project submitted into any of the Fit Out Project categories, you may enter this category by submitting information for the first two criteria points only (1 A4 page maximum), along with a copy of the relevant Project submission.

If you do not intend to enter the Fit Out Project categories, please address each of the criteria listed below in your 5 A4 page submission and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is easy and clear to understand.

- *Please include a summary that describes career to date, age and qualifications.*
- *What has been the real stand-out highlight for you in the last year? If you've done anything especially innovative make sure you explain this too.*
- *Please provide a description of the fit out project(s) worked on over the past 12 months including the brief, dates of commencement and completion and the contract value.*
- *Highlight any especially challenging aspects or innovations involved in the project(s), and include a brief description of them where relevant.*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This award is open to any Project Manager who has played a key role in project managing a successful fit out project over the past 12 months. Entrants may include in-house project managers working within a Fit Out contractor; they could be an in-house client project manager, or an independent project manager working for a consultancy firm.

The project manager can be nominated by themselves or anyone inside or outside their organisation, but please ensure you have their permission to do so.

Please note: If you have played a key role in a project submitted into any of the Fit Out Project categories, you may enter this category by submitting information for the first two criteria points only (1 A4 page maximum), along with a copy of the relevant Project submission.

If you do not intend to enter the Fit Out Project categories, please address each of the criteria listed below in your 5 A4 page submission and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is easy and clear to understand.

- *Please include a summary that describes career to date, age and qualifications.*
- *Please explain why you think you deserve to win the trophy, highlighting any especially challenging projects you have completed and showcasing any other wider achievements you've notched up in the sector.*
- *Please provide a description of the fit out project(s) worked on over the past 12 months including the brief, dates of commencement and completion and the contract value.*
- *Highlight any especially challenging aspects or innovations involved in the project(s), and include a brief description of them where relevant.*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This category recognises designers that have made a significant contribution to the advancement of their organisation or the industry as a whole beyond that which is normally expected from individuals of this age and experience. 'Young' is defined as someone who, on 31st December 2016, is not more than 35 years old.

The designer can be nominated by themselves or anyone inside or outside their organisation, but please ensure you have their permission to do so

Please note: If you have played a key role in a project submitted into any of the Fit Out Project categories, you may enter this category by submitting information for the first two criteria points only (1 A4 page maximum), along with a copy of the relevant Project submission.

If you do not intend to enter the Fit Out Project categories, please address each of the criteria listed below in your 5 A4 page submission and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is easy and clear to understand.

- Please include a summary that describes career to date, age and qualifications.
- What has been the real stand-out highlight for you in the last year? If you've done anything especially innovative make sure you explain this too.
- Please provide a description of the fit out project(s) worked on over the past 12 months including the brief, dates of commencement and completion and the contract value.
- Highlight any especially challenging aspects or innovations involved in the project(s), and include a brief description of them where relevant.
- Please include any other statements or facts that support your entry, including client testimonials if possible.



This category recognises the outstanding fit out project for a large office on the island of Ireland over the past 12 months. This may include dedicated standalone offices, office buildings, blocks or complexes.

We have defined a large office project as one with a contract of over €2.5 million.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.
- Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.
- Execution: What was your concept and how did you fulfil the brief?
- Innovation: Please detail any innovations that you introduced through this project
- Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome
- Please include any other statements or facts that support your entry, including client testimonials if possible.



This category recognises the outstanding fit out project for a medium office on the island of Ireland over the past 12 months. This may include a standalone office that is part of a larger space such as an office complex, manufacturing plant or university.

We have defined a medium office project as one with a contract of between €1 million and €2.49 million.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.
- Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.
- Execution: What was your concept and how did you fulfil the brief?
- Innovation: Please detail any innovations that you introduced through this project
- Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome
- Please include any other statements or facts that support your entry, including client testimonials if possible.



This category recognises the outstanding fit out project for a small office on the island of Ireland over the past 12 months. This may include the refurbishment of a specific element of an office such as meeting and conference rooms, reception areas and staff rooms.

We have defined a small office project as one with a contract of less than €1 million.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
- *Execution: What was your concept and how did you fulfil the brief?*
- *Innovation: Please detail any innovations that you introduced through this project*
- *Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This award recognises the outstanding fit out of a newly developed office on the island of Ireland over the past 12 months.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
- *Execution: What was your concept and how did you fulfil the brief?*
- *Innovation: Please detail any innovations that you introduced through this project*
- *Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This award recognises the outstanding Retail fit out project undertaken on the island of Ireland over the past 12 months. Retail includes all types of shopping facilities from standalone individual shop units to large shopping malls and supermarkets. Department stores, convenience stores, petrol forecourts, bank premises and similar high street outlets are also classified as retail.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
- *Execution: What was your concept and how did you fulfil the brief?*
- *Innovation: Please detail any innovations that you introduced through this project*
- *Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This award recognises the outstanding Hospitality fit out project undertaken on the island of Ireland over the past 12 months. Hospitality here describes hotels, pubs, restaurants, cafes and night clubs.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
- *Execution: What was your concept and how did you fulfil the brief?*
- *Innovation: Please detail any innovations that you introduced through this project*
- *Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This award recognises the outstanding Tourism & Leisure fit out project undertaken on the island of Ireland over the past 12 months. Leisure and tourism fit outs cover a wide range of projects from golf clubs and stadia to cinemas, theatres, bowling centres, health clubs and spas, conference centres, museums, galleries, holiday centres, casinos, sports complexes and even zoos!

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
- *Execution: What was your concept and how did you fulfil the brief?*
- *Innovation: Please detail any innovations that you introduced through this project*
- *Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This award recognises the outstanding fit out of a Public building undertaken in Ireland over the past 12 months. Public buildings of all types are eligible for this category – whether they are office fit outs, or projects involving healthcare buildings, schools and colleges, retail, leisure... or anything else delivered by any form of Government or public sector agency.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
- *Execution: What was your concept and how did you fulfil the brief?*
- *Innovation: Please detail any innovations that you introduced through this project*
- *Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This category recognises the outstanding Fit Out project undertaken internationally by an Irish-based contractor, consultant or major supplier. Please note that although the whole team does not need to be based in Ireland; a key member of the project team must be.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
- *Execution: What was your concept and how did you fulfil the brief?*
- *Innovation: Please detail any innovations that you introduced through this project*
- *Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This award recognises the outstanding conservation or restoration fit out project that has taken place on the island of Ireland over the past 12 months.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
- *Execution: What was your concept and how did you fulfil the brief?*
- *Innovation: Please detail any innovations that you introduced through this project*
- *Sustainability: Please outline the steps taken to improve energy efficiency and reduce the carbon footprint of the original building, backed up with stats and facts where possible*
- *Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This award recognises the collaborative efforts of a designer and one or more organisations working together on a fit out project that has led to an outstanding result. The submission can be made by any of the involved organisations, but please ensure you have the other parties' permission to do so.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Background: Please provide a brief background of the organisations involved, the project or initiative collaborated on and the key team members involved including their skills and expertise.*
- *Collaboration: Outline how collaboration was successfully embedded into the challenge, including details of initiative, leadership and creativity shown by team members*
- *Innovation: Please include details of any unique efforts or processes that were introduced, outlining their significance.*
- *Execution & Challenges: Describe how the brief was fulfilled, including any challenges faced and how the team worked together to overcome them.*
- *Outcomes & Results: Summarise the outcomes of the project, detailing how collaboration successfully influenced the outcome.*
- *Include any other facts or statements that you feel are relevant to support the entry.*



This award recognises the organisation working in Ireland's Fit Out sector that can best demonstrate a commitment to sustainability. This can be through a reduced carbon footprint, a change process within the organisation, a new partnership that demonstrates tangible evidence of environmental benefit or the use of energy saving products and methods.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Initiative outline: Describe the sustainability efforts in place within your organisation. Do you have any accreditation, benchmarking or external validation?*
- *Commitment: What commitment has been made to staff training and communication of the initiative? What is the level of senior management buy in? Does it form a central part of the culture?*
- *Sustainable Materials: Describe the efforts your organisation has made to source local, Irish and sustainable products and services.*
- *Energy: Describe the steps your organisation has taken to improve energy efficiency, increase use of renewables and/or reduce emissions (direct and indirect).*
- *Waste: Describe the steps taken to reduce waste (including water) within your organisation. Have you demonstrated a reduction of waste landfill materials and the recycling of materials and resources?*
- *Outcomes & results: What have been the practical benefits of the initiative? Show measurable outcomes, with comparisons to previous years where possible.*
- *Please include any other statements or facts that support your entry.*



This award recognises the outstanding Residential fit out project undertaken on the island of Ireland over the past 12 months. Projects may include residential properties of any size and type; single houses, housing developments, housing estates, apartment blocks and social housing are all eligible.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
- *Execution: What was your concept and how did you fulfil the brief?*
- *Innovation: Please detail any innovations that you introduced through this project*
- *Challenges: Please highlight any challenges faced in the course of the project, and how they were overcome*
- *Please include any other statements or facts that support your entry, including client testimonials if possible.*



This award recognises the outstanding Healthcare fit out project undertaken on the island of Ireland over the past 12 months.

Projects may include healthcare facilities of any size or type; Hospitals, Dental Practices, Community Healthcare facilities, Health Centres, Psychiatric Hospitals, Veterinary facilities, Healthcare Laboratories, Day Centres, Mental Health and Community Nursing units are all eligible.

Entry is by a 5 A4 page submission; please address the key criteria set out below and lay out the information - text, photos, plans, section drawings, tables, graphics etc. - so that it is clear and easy to understand.

- *Please provide a brief description of the project including the fit out brief, contract value, square footage and the dates of commencement and completion.*
- *Please include a full list of the team that were involved in the project, i.e. client, designers, architects, mechanical and electrical engineers, project managers, contractors and key suppliers etc.*
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- *Please include any other statements or facts that support your entry, including client testimonials if possible.*

Sample Entry Template

Introduction

Company Background
Summary of Project Team

Main Body of Entry

Address the Category Criteria Points:

- *Point 1*
- *Point 2*
- *Point 3*
- *Point 4*
- *Point 5*

Supporting Materials

Graphs, Tables, Pictures, Screenshots,
Testimonials etc. that support the entry

Summary

Main Outcomes & Achievements
of Submission

The Awards Night

The Fit Out Awards 2017 will take place in the Clayton Hotel Burlington Road, Dublin, on Thursday, November 2nd.

The Awards is a black tie gala evening where the cream of Ireland's fit out industry will be recognised and celebrated in front of an expected audience of over 600 senior executives.

The evening will begin with a drinks reception. A 3 course meal will then be served in the ballroom.

Once dinner has concluded, we get on to the main event and announce the winners in the Awards Ceremony. When all winners have been crowned, we finish off the night with more live entertainment and networking.

Don't miss out, [book your seats online!](#)



What the People Say

"You meet everybody in the industry, whether they be a project manager, a QS, a supplier, a sub-contractor, and... it raises the profile of your practice."

-Paul Finnegan, MOLA Architecture

Fit Out Design Practice of the Year, Fit Out Project of the Year - Conservation, Medium Office & Large Office

"It is a great opportunity for our members to actually showcase the type of work that they do and what they are capable of."

-Angela Connolly

President, The Interiors Association

"I think these Awards give an identity to what has... become identified as an industry over the last five years since the Awards began."

-Conor MacCabe, Henry J Lyons Architects

Outstanding Contribution Award

"If you are relevant or you want to become relevant you have to be part of the Fit Out Awards. I mean, this is the family of the Fit Out world; you are either in or you are out."

-Jose Riveiros

Managing Director, FINSA

Opportunities

Business River is the network solutions arm of Event Strategies. We own a large suite of large, medium and small scale events across many industries.

Some of our other event properties are listed below.

Our Sponsorship is a comprehensive collection of marketing and communications that create the platform for you to have important business conversations with your target market.

Please enquire about our packages:

- Title Sponsorship
- Platinum Sponsorship
- Gold Sponsorship
- Supporter



There are limited sponsorship opportunities available for this event.

To enquire further please contact

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Commercial Manager – Sponsorship

01 407 0594

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