



HorticultureWeek Custodian Awards

ENTRY KIT 2018

**SUPPORTING AND CELEBRATING EXCELLENCE
IN PARKS, GARDENS, GROUNDS AND
TREE MANAGEMENT**

ENTRY REQUIREMENTS AND INFORMATION

Who can enter?

The Horticulture Week Custodian Awards are open to entries from gardens, parks and tree management teams and their partners.

These awards celebrate the best of parks, gardens, grounds and tree management, giving in-house gardens and green space managers the chance to showcase their achievements, reward team efforts and highlight to stakeholders the vital role they play.

Companies or individuals may submit entries on behalf of themselves or others and may enter any number of categories.

Pricing

Early Bird entry fee: £65

Early Bird deadline: Thursday 22 February 2018

Standard entry fee: £75

Standard deadline: Thursday 8 March 2018

Prices per entry. All prices exclude VAT



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Online Entry Submission

Entries and support material must be submitted online via www.horticultureweeklive.com/custodianawards. Select the category/ies you would like to enter and submit your written submission and support materials. The maximum file size is 50MB per entry inclusive of all documentation.

Written Entry

Your written entry is the basis on which you will be judged. Please ensure your entry does not exceed two pages (two sheets of A4, single sided) and is no smaller than size 10 point. The two pages should show how you meet all of the criteria in your chosen category.

At the beginning of your two pages the following information must be listed:

- Category entered
- Title of entry
- Organisation name/Employer

Eligibility

The awards will recognise work that was carried out or completed during the period from 1 September 2016 until 22 February 2018.

What should my entry include?

There are no set rules for what to include in your written submission, but you should address the following 4 criteria points:

- Aims & Objectives
- Planning & Execution
- Innovation & Creativity
- Outcomes

Within these 4 general criteria, you may wish to discuss: income generation, environmental initiatives, contract management, horticulture practice, maintenance, community involvement, promotion, skill development etc. Please refer to each category for specific information.

Supporting material

We do request that at least two images are submitted as part of your entry. These images need to be a colour JPEG (minimum 300dpi) or PDF and must illustrate your entry.

Should you reach the shortlist stage, these images may be used for publication and will be shown onscreen during the awards presentation.

You may upload any additional support material that relates to your entry. This can include further images, videos, testimonials or financial information.

The organisers reserve the right to retain entries for subsequent publication. Descriptions of submissions from winners and runners-up will be published in connection with the awards. Entrants may mark certain sensitive parts of their entry 'Confidential' or not for publication. This will be respected.



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CATEGORIES

PARKS AND GROUNDS MANAGEMENT CATEGORIES

1. Best urban park initiative

Awarded to the best example of innovation in any aspect of work leading to enhanced outcomes for the site/s cared for by the team, and its users.

2. Best urban parks team

Awarded to the best team which through clear objectives across all areas of its work, good communication, quality management and excellent technical practice, has succeeded in achieving improved outcomes for the sites in its care, the users of those sites and other stakeholders.

3. Best parks restoration / development project

Awarded to the best parks restoration or development project completed in the past 18 months. The project should show innovation as well as best practice in design, installation, environmental standards, etc.

4. Best parks partnership - commercial

Awarded to the best example of a commercial partnership forged between two or more organisations to support and enhance the provision of sustainable green space services.

5. Best heritage park

Awarded to the heritage park which in the opinion of the judges, illustrates excellence in whichever of the following areas are deemed most appropriate: Maintenance, cleanliness, environmental practice, horticultural practice, arboricultural practice, conservation, community involvement, safety, promotional activity, innovation, overall management and plan.

6. Best neighbourhood park

Awarded to the neighbourhood park which in the opinion of the judges, illustrates excellence in whichever of the following areas are deemed most appropriate: Maintenance, cleanliness, environmental practice, horticultural practice, arboriculture practice, conservation, community involvement, safety, promotional activity, innovation, overall management and plan.

7. Best grounds

Awarded to the school, college, university, or council-run sports or recreational grounds which in the opinion of the judges illustrates excellence in whichever of the following areas are deemed most appropriate: Turf maintenance, cleanliness, environmental practice, horticultural practice, community involvement, safety, promotional activity, innovation, overall management and plan.

8. Best parks partnership - third sector

Awarded to the best example of a partnership forged between two or more organisations from the public or third sector to support and enhance the provision of sustainable green space services.



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CATEGORIES

GARDENS MANAGEMENT CATEGORIES

9. Best gardens or arboretum initiative

Awarded to the best example of innovation in any aspect of work by a gardens or arboretum management team leading to enhanced outcomes for the site/s cared for by the team, and its users.

10. Best gardens or arboretum team

Awarded to the best example of a gardens or arboretum team which through clear objectives across all areas of its work, good communication, quality management and excellent technical practice, has succeeded in achieving improved outcomes for the sites in its care, the users of those sites and other stakeholders.

11. Best gardens restoration/ development project

Awarded to the best gardens restoration or development project completed in the past 18 months. The project should show innovation as well as best practice in design, installation, environmental standards, etc.

12. Best gardens partnership

Awarded to the best example of a partnership forged between two or more organisations whether from the public, private or third sector to support and enhance the sustainable management of a garden or arboretum.

13. Best gardens or arboretum (1-5 staff)

Awarded to the gardens or arboretum which in the opinion of the judges illustrates excellence in whichever of the following areas are deemed most appropriate: Maintenance, cleanliness, environmental practice, horticultural practice, arboricultural practice, conservation, community involvement, safety, promotional activity, innovation, overall management and plan.

14. Best gardens or arboretum (6+ staff)

Awarded to the gardens or arboretum which in the opinion of the judges illustrates excellence in whichever of the following areas are deemed most appropriate: Maintenance, cleanliness, environmental practice, horticultural practice, arboricultural practice, conservation, community involvement, safety, promotional activity, innovation, overall management and plan.



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CATEGORIES

TREE CARE CATEGORIES

15. Best urban tree initiative

Awarded to the best example of innovation in any aspect of work by a tree-care team leading to enhanced outcomes.

16. Best tree team

Awarded to the best example of a tree-care team which through clear objectives across all areas of its work, good communication, quality management and excellent technical practice, has succeeded in achieving improved outcomes for the sites in its care, the users of those sites and other stakeholders.

17. Best tree or woodland partnership

Awarded to the best example of a partnership forged between two or more organisations whether from the public, private or third sector to support and enhance the sustainable provision of urban street tree or woodland amenities.

GENERAL CATEGORIES

18. Best volunteer initiative

Awarded for the best example of a volunteer initiative aligned to any aspect of the work of a parks, gardens, grounds or tree management team leading to enhanced outcomes.

19. Best community initiative

Awarded for the best example of an initiative developed by a parks, grounds, gardens or tree management team which has been designed to engage the local community in activities related to a particular park, grounds, garden, arboretum or woodland, leading to enhanced outcomes.

20. Best environmental initiative

Awarded for the best example of an environmental initiative developed by a parks, gardens, grounds or tree management team leading to enhanced outcomes.

21. Best visitor initiative

Awarded for the best example of an event or other initiative developed by a parks, gardens, grounds or tree management team which has been designed to engage visitors in activities related to a particular park, grounds, garden, arboretum or woodland.

22. Horticulture Week custodian award

Awarded to an individual who has made the most exceptional contribution to the management of parks, grounds, gardens or tree schemes. Written evidence should explain what the nominee has done, how they are regarded by their peers and why the nomination is relevant to the current awards qualifying period.

For any queries or further information, please contact:
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