



Nominee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

*Nominee must be past their probation period. Please provide the number of years and/ or months nominee works in:*

Current position: \_\_\_\_\_ Current hotel: \_\_\_\_\_

**AWARD CRITERIA:** *This award recognizes an individual in a non-management, non-supervisory position who works in an administrative role in any department and demonstrates exceptional support and service to co-workers and guests resulting in a positive guest experience. They demonstrate commitment to high and consistent customer service, excellent communication skills and a can-do attitude to complete tasks in a timely fashion taking ownership of any problems/issues.*

**QUESTIONS:** You must answer ALL questions in the space provided. Please do not exceed the word count allotted.

1. Describe how the nominee meets the criteria for the **Administration Ambassador of the Year** described above. Please outline specific actions taken and service offered that makes the nominee an outstanding ambassador and champion of the hotel community. (Maximum 2,000 characters with spaces)

PLEASE PRINT & SUBMIT FIVE (5) DOUBLE SIDED COPIES OF EACH NOMINATION

Nomination Deadline: Friday, March 9, 2018 by 12 noon (by mail/courier only – no online submissions available)

GTHA Office address: 207 Queens Quay W, Suite 404, Toronto, ON M5J 1A7

2. Please provide if available, any supporting details, comments shared from consumers/ supervisors, any relevant awards won by the nominee that would be applicable for this award and show what makes the nominee stand out. (Maximum 2,000 characters with spaces)

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