

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)

1. 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)