

Tips for a Successful LightHouse Awards Entry Experience



Tip 1: Prepare Before Starting!

Be sure to read through the information provided below and online so that you know what information you will be required to include before starting your entry. Here is a list and full description of all items needed to complete your application:

Type of Entry

Choose the type of entry you are submitting: New Home, Full Remodel, Partial Remodel, Light Commercial, Design (Architectural, Interior, and Landscape) or Sales and Marketing.

HBA Member Company Information

Provide the required information about your company. Be sure to list your company name as you would like it presented on LightHouse Awards obelisks and in local media outlets.

New Home/Full Remodel/Partial Remodel Entry Information

Provide us details about your entry including the entry address, resident/owner name, directions to the home, heated square footage and cost of construction.

IMPORTANT NOTE FOR BUILDERS/CONTRACTORS/DESIGNERS: Your final cost of construction/project cost figure should exclude lot/land cost, but **MUST** include all change orders, builder fees and any other items involved in the cost to construct or remodel the home – even if the client paid for it outside of contract. We encourage you to provide the foundation cost separate and any other features of the home that may have heavily affected the cost of construction.

NEW in 2019: Please submit your final construction permit for supplemental cost of construction documentation.

WORDS OF LIGHTHOUSE WISDOM: Judges ALWAYS seem to know when the listed cost of construction is not in line with the other homes being judged in a particular category. Historically, they do not favorably judge homes with inaccurate cost of construction figures. Therefore, it is in your best interest to make sure this figure is correct.

NEW IN 2019: Light Commercial Entries

The entry form and application process is almost identical to the new home/remodel entry process. Please review the application prior to completing in case you have additional questions. The application is time sensitive and will time out if you leave the application before completion.

UPDATED IN 2019: Design Entries in Architectural Design, Interior Design, and Landscape Design

The entry form and application process is almost identical to the new home/remodel entry process. Please review the application prior to completing in case you have additional questions. The application is time sensitive and will time out if you leave the application before completion.

Sales and Marketing Entries

This year's LightHouse Awards program includes a division of entries tailored to those companies and communities who have made remarkable efforts in the areas of sales, marketing and design. Builder and developer members will be permitted to enter into up to nine different sales, marketing and design categories, including Best Brochure or Marketing Piece, Best Logo Design, Best Website for a Company, Best Website for a Community, Best Advertising/Public Relations Campaign, Best Community, Builder Lender of the Year and Sales Professional of the Year. Entrants can enter into just one of the categories or all ten categories. The cost to enter is \$250 per category. When filling out the online form, entrants will only be

required to input information under the category or categories for which they are entering. Simply scroll down the page to find the category or categories you have selected to enter and fill out the required information under that category. Skip any categories that you have not selected to enter.

Subcontractor & Supplier Listing

Entry requires that you list EVERY subcontractor and supplier who contributed to the project. The HBA works hard to honor those of our members who contribute to the construction of entry homes. To assist you, we've created a sub/supplier "cheat sheet" which you can print off, fill out in advance, and refer to as you are completing the online application. If you do not find a particular subcontractor or supplier listed on the online drop down, choose the "Other" selection located at the bottom of the list and fill in the sub/supplier name in the space provided. If you did not use a subcontractor or supplier for a particular category, choose the "N/A" selection located at the bottom of the drop down list.

Project Statement

All entries should include a project statement, which is a brief paragraph or two describing the home and its features. Don't overthink this... your project statement does not factor into scoring! It's simply a way for us to give judges an overview of the project and any noteworthy features before they arrive at the home.

Photos (Judging and Professional Photos)

At least six professional photographs in a high resolution, digital format must be provided for each entry submitted for presentation purposes at the LightHouse Awards Gala on Friday, November 8, 2019. Photographs provided for new home and full remodel entries must include, but are not limited to, the following shots/locations: front elevation, rear elevation, kitchen, master bedroom, bathroom and great/living room. **Before and after photographs are also helpful for full and partial remodel entries.** Photographs can either be submitted via Dropbox (or similar sharing site) or provided to the HBA via disc at a later date. **Photographs for judging are required at time of submission. These need not be professional as they are simply used as a reference for our judges. All professional photograph files must be received no later than October 4, 2019.**

Payment

Currently the online payment portal to receive credit card payments has not been loaded on the site in an attempt to make the submission process more seamless. It is a good idea to contact HBA Staff at 843-681-9240 once you have completed your online application submission and discuss your payment preferences at that time. We can take credit card information over the phone or make arrangements to mail/email your invoice so you may submit for a check payment.

Tip 2: Review Before Submitting

Before you click on the Submit button, be sure to scroll up and review your entry. You can print the information, however it is not necessary. Your entry will be emailed to the address provided once submitted. **WARNING: Do not click the back arrow button on your browser or you will lose all your populated information!**

Tip 3: Be Patient!

Once you click on the Submit button please BE PATIENT – It should only take a minute or two. **WARNING: Do not click on the submit button multiple times and do not click the back arrow button on your browser or you will lose all your populated information!**

Tip 4: Prepare Before Starting! Let Us Help You with Questions or Problems!

Again, we can't stress enough the importance of looking over the online application and knowing what you need before beginning the online entry process. We've worked hard to make this online process as easy and problem free as possible... but it's still technology, which at times has a mind of its own! **If you have questions or problems at any point or are uncertain about any part of the process, just simply call the HBA at (843)681-9240 and we'll help get you through it!**

Tip 5: Don't hesitate to utilize HBA Staff for help!

We hope having a few options to submit will help everyone all around. If you intend to submit multiple entries, we suggest utilizing the excel spreadsheet option so you can copy and paste information more easily. If you are only submitting 1 entry and this is your first or second time submitting, utilize the written form and HBA staff can translate that for you into the online portal. We are happy to help however we can. Just ask!

It's your time to shine! Let's get started!