

THE SGD AWARDS 2017 – ENTRY INFORMATION

AWARD CATEGORIES

No.	Award Category	Eligible for entry	Description
MAIN AWARDS			
1	International <i>Sponsored by Landform Consultants</i>	FSGD MSGD Registered Practice Partially Registered	For any garden or landscape project outside the UK
2	Public or Commercial Outdoor Space <i>Sponsored by Vande Moortel</i>	FSGD MSGD Registered Practice Partially Registered	Outdoor space for any communally used public, semi-public or commercial outdoor space, of any size within the UK. Owned by or for the use of the public or under commercial ownership and use. Examples may include: commercially funded 'pocket park', hotel, office or communal garden, or public park.
3	Large Residential Garden <i>Sponsored by Gabriel Ash</i>	FSGD MSGD Registered Practice Partially Registered	For any domestic project over 3,000m ² . Within the UK.
4	Medium Residential Garden <i>Sponsored by Capital Garden Products Ltd</i>	FSGD MSGD Registered Practice Partially Registered	For any domestic project more than 400m ² and less than 3,000m ² . Within the UK.
5	Small Residential Garden <i>Sponsored by Stonemarket</i>	FSGD MSGD Registered Practice Partially Registered	For any domestic project more than 100m ² and less than 400m ² . Within the UK.
6	Garden Jewel <i>Sponsored by Brett Landscaping</i>	FSGD MSGD Registered Practice Partially Registered	For any domestic project less than 100m ² including courtyards and front gardens. Within the UK. Could also include a garden less than 100m ² within another garden.
7	Roof Garden <i>Sponsored by Gavin Jones Ltd</i>	FSGD MSGD Registered Practice Partially Registered	For any project at least one story above street level. Within the UK.
8	Big Ideas, Small Budget, <i>Sponsored by Country Supplies</i>	FSGD MSGD Registered Practice Partially Registered Pre-Registered	For any domestic project where the total budget (not including designer fees) does not exceed £30,000. Within the UK.

9	Healing or Learning Garden <i>Sponsored by Easigrass Distribution Ltd</i>	FSGD MSGD Registered Practice Partially Registered Pre-Registered Student	For any built garden designed for the purpose of healing or learning including school gardens, outside space for care homes or gardens for hospices. Within the UK.
10	Future Designer <i>Sponsored by Deepdale Trees Ltd</i>	Partially Registered & Pre-Registered Members who have been practising for less than 5 years	For any project, domestic or commercial, within the UK.
11	Planting Design <i>Sponsored by Barcham Trees PLC</i>	FSGD MSGD Registered Practice Partially Registered Pre-Registered	To demonstrate planting schemes for public or private use that conveys innovative, creative, functional, aesthetics and environmental design solutions. Planting only projects can be submitted.
12	Hardscape <i>Sponsored by Hardscape</i>	FSGD MSGD Registered Practice Partially Registered	For a project demonstrating the consideration given to the hard landscaped elements of a domestic, commercial or public space in design and construction.
13	Historic Garden Restoration <i>Sponsored by TBA</i>	FSGD MSGD Registered Practice Partially Registered Pre-Registered	To demonstrate the skills required to restore or renovate a historic garden or a garden in an historic content for private or public use. This will include written historical research with sources, design and a written demonstration of an understanding of the necessary ongoing maintenance of such a garden. The original garden must pre-date 1980.
14	Paper Landscapes <i>Sponsored by TBA</i>	FSGD MSGD Registered Practice Partially Registered Pre-Registered	To allow expression of a designer's ideas which have yet to find a client or opportunity for expression. Welcomes innovation, experimentation, conceptual ideas and may include show garden <u>ideas</u> . Schemes in this category will not have been constructed.
15.	Designing for Community Space <i>Sponsored by TBA</i>	Open to all members and non members	For any outdoor community space, of any size within the mainland UK. <u>The project must be not for profit</u> and does not include schools, hospices and care homes. The space should be owned by, used by or designed by a community. The scheme may or may not involve the community within the design process or construction. The spaces may be temporary or permanent.

STUDENT DESIGN AWARDS			
16	Student Design Award – Commercial <i>Sponsored by British Sugar TOPSOIL</i>	Student Members, Qualifying Pre-Registered Members (see page 5)	For any commercial design completed by a student member. Doesn't matter whether built or not built
17	Student Design Award – Domestic <i>Sponsored by London Stone</i>	Student Members, Qualifying Pre-Registered Members (see page 5)	For any domestic design completed by a student member. Doesn't matter whether built or not built

NON-APPLICATION AWARDS			
18	The Lifetime Achievement Award <i>Sponsored by Alitex</i>		Awarded to an individual who has made an outstanding contribution to the profession and is gifted by the SGD Council.
19	The People's Choice Award <i>Sponsored by Homes & Gardens</i>	Shortlisted finalists in Award categories 1 to 7	By public vote
20	The Judges' Award <i>Sponsored by Harrod Horticultural</i>	Shortlisted finalists in Award categories 1 to 15	This is awarded by the judges looking for something 'extra'.
21	The Grand Award <i>Sponsored by CED Natural Stone</i>	Winners in Award categories 1 to 7	The winner of winners

ENTRY PROCESS

- Read the total “Entry Information” document
- Decide on the category/ies you are eligible for and wish to enter
- Complete an appropriate entry form for each category (see page 4)
- Register your intention to make a submission by the deadline date (see page 5) by:
 - emailing the entry form to awards@assocmanagement.co.uk, and
 - paying the fee by calling the Awards office on 01989 567678
- Receipt of payment will be sent automatically
- Acknowledgement will be emailed when both payment and entry form have been received, this will include the unique entry ID for your submission (each entry will have its own ID) and information about the SGD Dropbox for your submission
- Add your submission to the SGD Dropbox by the deadline date (see page 5)
- Please alert us by email to awards@assocmanagement.co.uk when you have added your entry to the SGD Dropbox
- Acknowledgement of receipt of your submission will be emailed to you once the entry has been checked.

ENTRY FORMS

There are three different entry forms, please complete the appropriate form for each of your entries. You will be expected to email the entry form to the SGD office at awards@assocmanagement.co.uk and phone 01989 567678 to pay the fee. Please note a copy of the same entry form must also be included in your submission so please ensure you retain a copy of each of your entry forms

- Main Awards Entry Form (Awards 1- 14)
- Entry Form for Designing for Community Space (Award 15)
- Entry Form for the Student Design Awards (Awards 16 and 17)

MAIN AWARD CATEGORIES	EARLY BIRD ENTRY FEE (By Friday 28 APRIL 2017)	STANDARD ENTRY FEE (After Friday 28 APRIL 2017)
01. International	£95	£125
02. Public or Commercial	£95	£125
03. Large Residential	£95	£125
04. Medium Residential	£95	£125
05. Small Residential	£95	£125
06. Garden Jewel	£95	£125
07. Roof Garden	£95	£125
08. Big Ideas, Small Budget	£95	£125
09. Healing & Learning Gardens	£95	£125
10. Future Designer	£95	£125
11. Planting Design	£75 (£50 if this is entered as a main project as well)	£95 (£50 if this is entered as a main project as well)
12. Hardscape	£75 (£50 if this is entered as a main project as well)	£95 (£50 if this is entered as a main project as well)
13. Historic Garden Restoration	£75	£95
14. Paper Landscapes	£60	£80
15. Designing for Community Space	£60	£80

STUDENT AWARD CATEGORIES	EARLY BIRD ENTRY FEE (By Friday 21 JULY 2017)	STANDARD ENTRY FEE (After Friday 21 JULY 2017)
16. Student Design - Commercial	£30	£50
17. Student Design - Domestic	£30	£50

All prices inclusive of VAT

ENTRY OF ONE PROJECT IN MORE THAN ONE CATEGORY

Reduced fees apply for entries in the planting and hardscape awards if the project is also entered in a main award 1 to 10. The additional entry with its own entry form must be a full submission including the additional requirements listed on page 9 and submitted at the same time as the main entry. The fee for these additional entries is £50 each.

Winners will be announced at The SGD Awards 2017 Ceremony on Friday 2nd February 2018

PROJECT ENTRY AND SUBMISSION DEADLINES

Main Award categories (1-15)

For all Main Award categories only projects with a practical completion date between 1 January 2012 and 16 June 2017 are eligible for entry. Entry deadlines are:

Friday 28 April 2017 - Early bird fee & entry form deadline for Main awards

Friday 02 June 2017 - Fee & entry form deadline for Main awards

Friday 16 June 2017 – Electronic project submission deadline for Main awards

October 2017 - Finalists for the main categories announced

Student Design Awards (16 and 17)

Entries for the Student Design Awards must have been completed whilst a student. The entrant must either be an SGD Student Member on Friday 1 September 2017 or have progressed from an SGD Student Member to Pre-Registered Member status of the SGD between 19 August 2016 and 1 September 2017.

Please note that a Pre-Registered Member may only enter **either** the Student Award **or** Awards open to Pre-Registered Members, not both. Entry deadlines for the Student Awards are:

Friday 21 July 2017 - Early bird fee & entry form deadline Student Awards

Friday 18 August 2017 - Fee & entry form deadline for Student Awards

Friday 1 September 2017 – Electronic project submission deadline for Student Award

October 2017 - Finalists for the Student Awards announced

WHO SHOULD ENTER?

- The work submitted must be the responsibility of and be directed by a member or members of the SGD in the relevant membership category for the Award except for the “Designing for Community Space” Award which is open to anyone.
- Details of designers responsible for each aspect of the scheme must be entered on the entry form of the lead designer, joint designers or practice member i.e. planting, hardscape, etc. if different from the lead/joint designer. Any additional designer must be of the same membership status as the entry requires.
- For all Main Award categories only projects with a practical completion date between 1 January 2012 and 18 June 2017 are eligible for entry.
- Entries for the “Designing for Community Space” Award may be submitted by the designer of the garden or by a single representative from the garden. The role of the person completing the entry form must be made clear and if a garden designer was involved this must be made clear.
- Entries for the Student Design Awards must have been completed whilst a student. The entrant must either be an SGD Student Member on 1 September 2017 or have progressed from an SGD Student Member to Pre-Registered Member status of the SGD between 19 August 2016 and 1 September 2017.
- Pre-Registered Members may only enter either the Student Award if they are eligible, or Awards open to Pre-Registered Members, not both.
- Pre-Registered members must have been in practice for less than 5 years to enter the “Future Designer” Awards
- Partially Registered Members; members who have passed at least one project at adjudication. These members can enter all awards open to Registered Members for one year only for each stage of registration completed. That year need not be the year in which the member had their project passed.
- Judges advise you not to enter your garden too early; wait till the planting has matured.
- Entrants **cannot** enter the same element of a project in the same category a 2nd time in a future year.
- Entrants **can** enter the same project in different categories in the current or a future year.

PROJECT PHOTOGRAPHY

For the judging process in your pdf submission

- Applicants should provide the best possible photography with their entry.
- Applicants can submit photographs, where copyright restrictions apply, for use in the judging process only. These images should be clearly identified and included in the pdf for judging only.
- The photographs submitted for the judging process do not need to be professional photographs but must give the judges the best possible opportunity to understand the project and what you have achieved. It would be very beneficial if before and after pictures taken from the same position are presented one after the other and the view used indicated on a plan, but the SGD understands that is not always possible.
- Pictures showing seasonality would be welcomed.
- To aid the judges please include a marked up plan showing the position from which photographs have been taken.

To be supplied as .jpg – supply at a minimum of 300 dpi .jpg images

- All your images should also be supplied as .jpg
- Entry to the SGD Awards will be taken as a right to publish, broadcast, promote and display on-line any photographs and images supplied as .jpg.
- Entry to the SGD Awards will be taken as a right to publish descriptions and other particulars including the presentation plans from the Awards submission.
- All photographs must be clearly captioned with the name of the designer, the project and where necessary the photographer and identified as copyright free or otherwise. All images must be supplied at a minimum of 300 dpi .jpg images.
- Any images that are covered by copyright must be clearly identified on the entry form and on the photograph, giving detail of limitations of use.
- Where copyright free images are submitted permission will need to be granted to the SGD for use in all Awards publicity.
- If the scheme is shortlisted any copyright free photographs and images of the entry may be posted to the SGD website.
- Images of the finalists in Main Awards (1 to 7) will also be posted to the SGD Awards website for public vote for the People's Choice Award. The SGD may not be in a position to pay fees for professional images so copyright free images must be available for this use.
- Copyright free photographs must be provided at a minimum of 300 dpi jpg. Only these pictures and presentation plans will be used for promotion.

MAIN AWARDS (Awards 1-13 only): MATERIALS TO SUBMIT

Judges will be looking for clearly and concisely presented information giving as much detail as possible about the garden, site or landscape entered. They will be viewing your material electronically, either online or on a wall screen so please bear this in mind when presenting your material. All images must be displayed the correct way to view whether in portrait or landscape.

All material for judging must be loaded to the SGD drop box as a single pdf, no larger than 10MB (see separate notes of assistance if needed), in the order given below.

Your file title must be the unique entry ID provided by SGD. The file title as you should use it will be emailed to you with your entry receipt. Each entry will have its own unique ID.

01. Opening page with your entrants' name and project title

02. Project Statement. The statement (ie. summary of project including client's brief) must be presented so the judges can easily read the content when displayed on a wall screen: use 20pt text, no more than 5 bullet points per page, no more than two pages. Reference to this statement will be made when preparing publicity information. This must also include the cost per square meter. The Historic Garden Restoration will require additional information, see page 9.

03. Site Context (site analysis) - this must be readable from the wall screen, use 20pt text, and no more than one page.

04. A Masterplan or presentation plan. This should be at an appropriate scale. The masterplan may be used for publicity purposes.

05. Masterplan or presentation plan with photos. This is an appropriately scaled plan showing the views covered by the judging photographs that you have included. Please show images in a logical order and number accordingly.

06. Photographs. Submit the best possible photographs. A maximum of 25 photographs to cover before and after can be submitted. These photographs should provide a good overview of the complete project and whenever possible be matched photographs showing before and after views. Photos should all be captioned. Please do all you can to display your photos the right way up for viewing and to make it easy for the judges to understand what you are presenting.

07. Up to five additional drawings. These may include sections (especially if a sloping site), perspectives, isometrics or other 3D views.

08. Planting plan(s) – planting plans are not essential but may be included if they help to explain the design. They must be included when entering the "Planting Award" see page 9

09. Hardscape plan - only applicable for the "Hardscape Award", see page 9

10. Entry Form (as previously submitted with fee)

A short film, no longer than 1 minute, can also be submitted

All photographs must also be submitted separately at a minimum of 300dpi jpg.

- All photographs must be clearly captioned with the name of the designer, the project and where necessary the photographer and identified as copyright free or otherwise. These images must be supplied at a minimum 300 dpi .jpg images.
- Any images that are covered by copyright must be clearly identified on the entry form and on the photograph, giving detail of limitations of use.

ADDITIONAL INFORMATION TO SUBMIT

Planting Design Award Category

These items must be part of your entry submission and should be included in the running order at number 08 as listed on page 8

- Up to 3 planting plans
- Up to 4 sketch compositions/elevations
- A maintenance schedule or management plans
- Additional photography (up to a maximum of 6) to show seasonality of the planting.

Hardscape Award Category

These items must be part of your entry submission and should be included in the running order at 09 as listed on page 8

- A maximum of six design detailing plans
- Additional photography (up to a maximum of 6)

Historic Garden Restoration Award Category

These items are essential for your entry and should be included in the running order at 02 as listed on page 8

- **A Research Statement** describing, with sources, the research undertaken. The statement must be presented so the judges can easily read the content when displayed on a wall screen: use 20pt text, no more than 5 bullet points per page, no more than two pages. Reference to this statement will be made when preparing publicity information.
- **A Garden Maintenance Outline.** The statement must be presented so the judges can easily read the content when displayed on a wall screen: use 20pt text, no more than 5 bullet points per page, no more than two pages. This needs to explain how the restored/renovated garden will be maintained in the future.
- Reference will be made to these documents when preparing publicity information

PAPER LANDSCAPES AWARD: MATERIALS TO SUBMIT

Judges will be looking for clearly and concisely presented information giving as much detail as possible about the garden, site or landscape entered.

Please note: Judges will be looking at your material electronically, either online or on a wall screen so please bear this in mind when presenting your material. All images must be displayed the correct way to view whether in portrait or landscape.

Your submission must be loaded to the SGD drop box as a single pdf, no larger than 10MB, (see separate notes of assistance if needed), in the order given below.

Your file title must be the unique entry ID provided by SGD. The file title as you should use it will be emailed to you with your entry receipt. Each entry will have its own unique ID.

01. Opening page with your entrants' name and project title

02. Project Statement. The statement (ie. summary of project including client's brief) must be presented so the judges can easily read the content when displayed on a wall screen: use 20pt text, no more than 5 bullet points per page, no more than two pages. Reference to this statement will be made when preparing publicity information.

03. Site context (site analysis) - this must be readable from the wall screen, use 20pt text, and no more than one page

04. Masterplan or presentation plan at an appropriate scale

05. Up to six additional drawings. These may include section, perspective, isometrics or other 3D views or design detailing.

06. Entry Form (as previously submitted)

DESIGNING FOR COMMUNITY SPACE: MATERIALS TO SUBMIT

Please use the Designing for Community Space Award entry form

Judges will be looking for clearly and concisely presented information giving as much detail as possible about the garden, site or landscape entered.

Please note: Judges will be looking at your material electronically, either online or on a wall screen so please bear this in mind when presenting your material. All images must be displayed the correct way to view whether in portrait or landscape.

Your submission must be loaded to the SGD drop box as a single pdf, no larger than 10MB, (see separate notes of assistance if needed), in the order given below.

Your file title must be the unique entry ID provided by SGD. The file title as you should use it will be emailed to you with your entry receipt. Each entry will have its own unique ID.

01. Opening page with your entrants' name and project title

02. Project Statement. The statement (ie. summary of project including client's brief) must be presented so the judges can easily read the content when displayed on a wall screen: use 20pt text, no more than 5 bullet points per page, no more than two pages. Reference to this statement will be made when preparing publicity information. This statement should illustrate how the designed space is used by the community and explain when the garden existed if this was a temporary garden space.

03. A plan of the garden to scale

04. Photographs. Submit the best possible photographs. A maximum of 25 photographs to cover before and after can be submitted. These photographs should provide a good overview of the complete project and whenever possible be matched photographs showing before and after views. Photos should all be captioned. Please do all you can to display your photos to make it easy for the judges to understand what you are presenting. Ensure all your photos are the right way up for viewing.

05. Entry Form (as previously submitted)

A short film, no longer than 1 minute, can also be submitted

All photographs to also be submitted separately as minimum 300dpi jpg.

- All photographs must be clearly captioned with the name of the designer, the project and where necessary the photographer and identified as copyright free or otherwise. These images must be supplied as a minimum 300 dpi .jpg images.
- Any images that are covered by copyright must be clearly identified on the entry form and on the photograph, giving detail of limitations of use.

STUDENT AWARDS: MATERIALS TO SUBMIT

Please use the Student Design Award entry form

Judges will be looking for clearly and concisely presented information giving as much detail as possible about the garden, site or landscape entered.

Please note: Judges will be looking at your material electronically, either online or on a wall screen so please bear this in mind when presenting your material. All images must be displayed the correct way to view whether in portrait or landscape.

Your submission must be loaded to the SGD drop box as a single pdf, no larger than 10MB, (see separate notes of assistance if needed), in the order given below.

Your file title must be the unique entry ID provided by SGD. The file title as you should use it will be emailed to you with your entry receipt. Each entry will have its own unique ID.

01. Opening page with your entrants' name and project title

02. Project Statement. The statement (ie. summary of project including client's brief) must be presented so the judges can easily read the content when displayed on a wall screen: use 20pt text, no more than 5 bullet points per page, no more than two pages. Reference to this statement will be made when preparing publicity information

03. Site Context (site analysis) - this must be readable from the wall screen, use 20pt text, and no more than one page

04. Masterplan or presentation plan at an appropriate scale

05. Up to six additional drawings. These may include section, perspective, isometrics or other 3D views.

06. Entry Form as previously submitted

A short film, no longer than 1 minute, can also be submitted

For promotional purposes we would also like you to submit photographs at a minimum of 300dpi jpg of your main presentation plan and any other material that would promote your entry to best effect. Maximum of 6 photographs to be submitted.

Please note actual models of projects cannot be submitted but may be included as photographs or as a 1 minute maximum film

THE JUDGING PANEL

- Judging will be by an independent panel appointed by the SGD Council. The judges' decisions are final and no correspondence will be entered into.
- The Judges' feedback for the winning entries may be used at the Awards Ceremony and on the Winners page of the SGD Awards website. No individual feedback will be provided.
- Should the judging panels feel that none of the work in a category meets the required standard then an Award will not be given. No correspondence will be entered into. No individual feedback will be provided.
- The People's Choice Award is decided by public vote.
- The Lifetime Achievement Award is bestowed by SGD Council.
- The organisers reserve the right to add or remove judges, amend entry criteria and amend or merge or withdraw Award categories without notice or explanation.
- It is closed judging; entrants cannot present work to the Panel

SITE VISITS

- A site visit may be necessary; if this is required you will be notified and a visit arranged with the representative or via you as is detailed on your entry form.

PUBLICITY

- The publicity for the awards will be handled solely by the SGD in line with prior agreement made with its media partner. Applicants cannot issue information to the UK press without the express permission from the SGD.
- There is no guarantee of publicity for all award categories in Homes & Gardens magazine and the media partner reserves the right to make the final decision on editorial content as part of the prior agreement made with the SGD.

RULES OF ENTRY

- All entry forms must be completed in full and the conditions of entry strictly adhered to.
- Your file title must be the unique entry ID provide by SGD
- Your entry must contain all the listed documents and images in the correct order and orientation and be provided as a single pdf with a maximum size of 10MB (see separate notes of assistance if needed).
- Publicity Photographs must also be supplied as separate 300 dpi .jpps and conform to the requirements laid out under “Project Photography - For Promotional Use” on page 7 above.
- The only hard copy to be supplied is the “Entry Form” with the fee by the stated deadline.
- It is not permissible for individual elements of a garden to be submitted for different award categories. The element of the garden that you are submitting will be considered by the judges in the context of the entire garden site. Your element needs to fulfil the criteria of the award category you are entering by size.
- Please note that the name in which you submit your entry will be used on any subsequent promotional, advertising and marketing material and must be the name registered with SGD for your membership when applicable. If the entry is a joint entry then both names must appear as the entrant designer. If the entry is as a Registered Practice then both the practice name and the Principle Registered member’s name should be included.
- Fees are non-refundable even if an entry is withdrawn.
- Entrants may submit as many individual entries as they wish.
- Show gardens that have been constructed will not be accepted for the “Paper Landscapes” category.
- Any entries received after the deadline dates or those failing to submit in the correct format or include the required information when due will not be considered for an Award.
- The SGD reserves the right to reject any materials submitted as unsuitable in specification or quality and to request replacement.
- The organisers reserve the right to add or remove judges, amend entry criteria and amend or merge or withdraw Award categories without notice or explanation.
- Pre-registered members must have been in practice for less than 5 year to enter the “Future Designer” Award
- Only one entry per project will be accepted for the “Designing for Community Space” Award. Entry material must be related to the design of the space.
- No application is required for categories: “People's Choice” Award, “Judges” Award and the “Grand” Award.
- The SGD reserves the right to use submitted images, that have been identified as copyright free, for promotional use in the media including social media.

CERTIFICATE & LOGO

In the event of your selection as a finalist or winner you will receive three applicable certificates.

Finalists will receive a finalist logo and winners will also receive a winner logo.

02/03/17