

THE SGD AWARDS 2020 MAIN AWARDS' ENTRY INFORMATION

<u>CONTENT</u>	Page
• Main Award Categories to enter	2
• Entry Fees	5
• Project Entry and Submission Deadlines	6
• Entry Process	6
• Rules of Entry	7
• Project Photography	9
• Advice on Your Presentation	10
• Submission for Award Categories 1 to 10	11
• Submission for Historic Garden Restoration Award	12
• Submission for Planting Design Award	13
• Submission for Hardscape Award	14
• Submission for Paper Landscapes Award	15
• The Judging Panel	16
• Site Visits	16
• Publicity	16
• Certificate & Logos	16

Main Award Categories

No.	Award Category	Eligible for entry	Description
1	International Garden	FSGD MSGD Registered Practice Pre-Registered (passed submission 1 or 2)	For any garden or landscape gardens including roof gardens constructed outside of the United Kingdom. Projects can be of any size - smaller gardens, including courtyards & roof terraces etc. are welcomed alongside larger scale gardens.
2	Public or Commercial Outdoor Space	FSGD MSGD Registered Practice Pre-Registered (passed submission 1 or 2)	For any communally used public, semi-public or commercial outdoor space including roof gardens, 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	FSGD MSGD Registered Practice Pre-Registered (passed submission 1 or 2)	For any domestic project including roof gardens over 3,000m ² . Within the UK.
4	Medium Residential	FSGD MSGD Registered Practice Pre-Registered (passed submission 1 or 2)	For any domestic project including roof gardens more than 400m ² and less than 3,000m ² . Within the UK.
5	Small Residential	FSGD MSGD Registered Practice Pre-Registered (passed submission 1 or 2)	For any domestic project including roof gardens more than 100m ² and less than 400m ² . Within the UK.
6	Garden Jewel	FSGD MSGD Registered Practice Pre-Registered (passed submission 1 or 2)	For any domestic project less than 100m ² including courtyards, front gardens & roof gardens. Within the UK. Could also include a garden less than 100m ² within another garden.
7	Beth Chatto Award	FSGD MSGD Registered Practice Pre-Registered (passed submission 1 or 2)	For a project where the design focus is on the garden's environmental impact by the creative, ecological use of materials and planting to maximise sustainability, minimise maintenance and attract pollinators and wildlife.

8	Big Ideas, Small Budget	FSGD MSGD Registered Practice Pre-Registered	For any domestic project where the total budget (not including designer fees) does not exceed £30,000. Within the UK.
9	Healing, Learning, or Community	FSGD MSGD Registered Practice Pre-Registered Student	For any garden or landscape project of any size built within the UK. Examples may include but are not limited to: School Gardens, Care Homes, Hospices, Gardens/Spaces owned, used or designed by the community. Community gardens: Must be NOT FOR PROFIT; may/may not be constructed by the community; may/may not involve the community in the design process; may/may not be permanent. Does not include show gardens
10	Fresh Designer	Pre-Registered Members who have been practising for less than 5 years	For any garden or landscape project of any size built within the UK. Designers should consider their projects show: a flair for design; dynamic design solutions; detailed design elements; something 'special'
11	Historic Garden Restoration	FSGD MSGD Registered Practice Pre-Registered	For any domestic or public garden or landscape of any size. Projects may be built within the UK or internationally. Includes historical gardens and gardens built within an historical site/context. The original garden must pre-date 1980. Considerations may include but are not limited to; demonstrating skills required to restore or renovate an historic garden, historical research, examples of written research and sources, understanding of maintenance. Gardens may include contemporary design ideas and/or elements however applicants MUST show consideration, suitability and connection to the original historical design/site and include explanations and, where applicable, show any research carried out.
12	Planting Design	FSGD MSGD Registered Practice Pre-Registered	For any domestic or public planting scheme designed and implemented within the UK. Considerations may include but are not limited to: suitability to the site; conditions & stated brief; plant growth & functionality; creative use of plants; aesthetics; environmental solutions. Planting design only schemes can be submitted.

13	Hardscape	FSGD MSGD Registered Practice Pre-Registered	For any domestic or public hard landscaping scheme of any size built within the UK. Considerations may include but are not limited to: environmental impact; sustainability; innovation in design; detailed construction; consideration of the site. Hardscape design only schemes can be submitted.
14	Paper Landscapes	FSGD MSGD Registered Practice Pre-Registered	For any domestic or public project of any size that has NOT been constructed, either within the UK or internationally. Examples may include but are not limited to: 'The one that got away' a project that was designed but not constructed for any reason; expression of a designer's ideas which are yet to find a client or opportunity; innovation and experimentation in design; show garden ideas (not constructed). Applicants should include an explanation of why the design has not been constructed. Projects which 'may' be constructed in the future can be included.

Non-Application Awards			
	The Lifetime Achievement Award		Awarded to an individual who has made an outstanding contribution to the profession and is gifted by the SGD Council.
	The People's Choice Award	Shortlisted finalists in Award categories 1 to 7	By public vote
	The Judges' Award	Shortlisted finalists in Award categories 1 to 13	This is awarded by the judges looking for something 'extra'.
	The Grand Award	Winners in Award categories 1 to 7	The winner of winners

Entry Fees

Main Award Categories	Early Bird Entry Fee (By Wednesday 17 April 2019)	Standard Entry Fee (By Wednesday 22 May 2019)
01. International Garden	£99	£135
02. Public or Commercial	£99	£135
03. Large Residential	£99	£135
04. Medium Residential	£99	£135
05. Small Residential	£99	£135
06. Garden Jewel	£99	£135
07. Beth Chatto Award	£99	£135
08. Big Ideas, Small Budget	£99	£135
09. Healing, Learning or Community	£99	£135
10. Fresh Designer	£99	£135
11. Historic Garden Restoration	£99	£135
12. Planting Design	£79 (£53 if also entered as a main project)	£99 (£53 if also entered as a main project)
13. Hardscape	£79 (£53 if also entered as a main project)	£99 (£53 if also entered as a main project)
14. Paper Landscapes	£63	£84

All prices inclusive of VAT

Main Projects also entered in Planting or Hardscape

Reduced fees apply for entries in the planting and hardscape awards if the project is also entered in a main award 1 to 11. The additional entry with its own entry form must be a full submission and submitted at the same time as the main entry. The fee for these additional entries is £53 each.

Project Entry and Submission Deadlines

All projects must have a practical completion date between 1 January 2014 and 5 June 2019 to be eligible for entry. Entry deadlines are:

Wednesday 17 April 2019 - Early bird fee & entry form deadline for Main awards

Wednesday 22 May 2019 - Fee & entry form deadline for Main awards

Wednesday 5 June 2019 – Electronic project submission to Dropbox deadline for Main awards

Finalists will be announced Friday 27th September 2019

Winners will be announced at The SGD Awards 2020 Ceremony on Friday 31st January 2020

Entry Process

- Read this document fully.
- Please note a major change this year is that blind submissions will be required
- Decide on the category/ies you are eligible to enter
- Complete an entry form for each project/category you are entering
- Register your intention to make a submission by the deadline date (see above) by:
 - emailing the entry form to awards@assocmanagement.co.uk
 - paying the fee by calling the Awards office on 01989 567 678
- Receipt of payment will be sent automatically
- Acknowledgement will be emailed when both payment and entry form have been received
- The acknowledgement will include the unique entry ID for that submission
- Each submission will have its own unique ID
- An invitation to the SGD Dropbox unique folder for each submission will be emailed
- Add your submission to the SGD Dropbox folder by the deadline date (see above)
- Alert SGD 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 it has been checked

Rules of Entry

- Completion and submission of the entry form will be taken as confirmation that you have read, understood and will abide by the 'Rules of Entry'
- Only projects with a practical completion date between 1 January 2014 and 5 June 2019 are eligible for entry
- No evidence of the name of the designer or their company name/logo should appear in the pdf project submission. The judges will not see the entry form.
- The work submitted must be the responsibility of and directed by a member or members of the SGD in the relevant membership category for the Award
- Members can enter as a sole entrant, a joint entrant, or a Registered Practice
- The name(s) of any additional eligible designer must be included on the entry form, eg planting. In addition, the contribution of any other designer/design professional should also be attributed.
- Entry by Pre-Registered members who have passed submission 1 or 2 is restricted to one year only for each project passed towards registration i.e. a maximum of entering two years before becoming a Registered Member. This restriction does not affect the number of entries that can be made as Pre-Registered.
- Pre-Registered members must have been in practice for less than 5 years to enter the 'Fresh Designer Award'
- Pre-Registered members may enter the Student Awards if they progressed from Student Member to Pre-Registered Member since 1st September 2018
- If a Pre-Registered member enters the Main Awards they may not enter the Student Awards, and vis versa
- It is not permissible for individual elements of a garden to be submitted for different award categories
- If only an element of a garden is submitted judges will consider it in the context of the entire garden site (the presentation plan must show the larger picture)
- If only an element of a garden is submitted it needs to fulfil the size criteria of the award category entered
- Entrants cannot enter the same element of a garden in the same category a 2nd time in a different year
- Entrants can enter the same project in different categories in the current or a future year

- Entrants may submit as many individual entries as they wish
- Only show gardens that have not been constructed will be accepted for the “Paper Landscapes” category; this is the only category show gardens can be entered
- All requirements must be met or your submission may be excluded
- Your submission file title must be the ‘full unique entry ID’ provide by SGD only
- Fees are non-refundable even if an entry is withdrawn or excluded
- Any submissions received after the deadline 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 amend entry criteria
- The organisers reserve the right to amend or merge or withdraw Award categories without notice or explanation
- No correspondence will be entered into and no individual feedback will be provided
- Designers will not be allowed to accompany the judges if they make a site visit

Project Photography

The pdf submission for the judging process only:

- All photographs supplied for publicity should also be included in the pdf submission
- Applicants can include photographs in the pdf, where copyright restrictions apply, because this will only be used for judging
- The photographs submitted for judging 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
- Include before and after pictures when available taken from the same position and present them side by side on the same page – clearly label them before and after
- Images showing seasonality and night time are welcome

The .jpg Images supplied for publicity and their permissions:

- **All finished garden** images in the pdf submission should also be supplied as .jpg at a minimum of 300 dpi
- All these .jpg images must be titled with the entries “**full unique ID**” supplied by SGD, followed by
 - “**CR**” for any images with copyright issues
 - **or**
 - “**CRF**”, if you grant the SGD a licence to use images submitted, for which you own the rights, to promote your entry in the press, social media, website and Awards Ceremony should your entry be shortlisted
 - followed by sequential numbering, 1,2,3,
- 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. Any restrictions must be clearly stated on the entry form
- Images supplied with copyright (“**CR**”) that incur a fee may be restricted in their use by SGD when promoting your project
- Images of Main Awards’ finalists (1 to 7) will appear for public vote for the ‘People’s Choice Award’. **Three** Images ‘without copyright’, or ‘copyright but free of charge’ must be available for this use

Advice on Your Presentation

- Keep in mind that you are selling your design idea to a panel of expert judges
- Judges advise you not to enter your garden too early; wait till the planting has matured
- Make sure you adhere to the presentation requirements and submit materials accurately; note the order is very important
- Remember the judges have limited time so need to understand and get the best possible impression of your project quickly
- Plans should be populated to help understanding of usage
- Provide the best possible photography in the pdf submission for judges' review – the judges only view the .pdf
- Ensure your project shows technical competency and the presentation is as eye catching as possible
- Keep text to an absolute minimum
- Ensure all text used can be easily read either at normal viewing or if zoomed in
- You can include more than one image per page; caption your images with 'before' and 'after' and any other useful information for the judges. Note it is not always obvious if not stated that it is a 'before' or 'after' image.
- All images must be right way up to view
- All pages must be the same size and landscape before making them into a pdf; eg size to A4 before adding to pdf
- You could use for example either "Microsoft Word" or "Microsoft Publisher" to create your submission before converting it to a .pdf
- The pdf must be a maximum of 12MB
- Compress individual images before adding to your submission and then create the pdf.
- If using 'Word' save each page with compressed image as landscape at A4 size before adding any text and then add to your submission
- Use vectorised text to ensure judges can zoom in to read detail (not available if using 'Word'); examples of software for this are Adobe Illustrator, Adobe In Design, CAD
- If you need assistance with creating your pdf there are options, just google; one example is <https://smallpdf.com>

pdf Submission for Categories 1 to 10

Your presentation must be provided as a single pdf titled only with its unique entry ID.

Nothing in your submission must identify you or your company

Provide a **maximum of 35 landscape pages** in your .pdf in the following order:

1. Cover Sheet to include

- Your full unique entry code (supplied by SGD on receipt of your entry form and fee)
- Your project's title, and for projects in the UK only include postal address with postcode
- Category entered
- Final cost of Construction, cost per square meter, size of project as square meters, excluding the property (please include hard and soft landscape and exclude VAT and the designer's fee)

2. Client Brief, Project Statement and Environmental Contribution

- Maximum of two pages
- 20pt text must be used
- Presented in a maximum of 5 bullet points per page
- Maximum word count - 175 words per page

3. Site Context/Site Analysis

- One page only
- 20pt text must be used
- Must show context of the submitted project if designing only part of a larger space
- Must show the property in relation to the space designed
- Graphics are welcome

4. Masterplan/Presentation Plan

- One page only

5. Photographs

- A maximum of 25 photographs

6. Up to five additional drawings

These may include:

- sections (especially if a sloping site)
- perspectives
- isometrics or other 3D views

All after photographs must also be submitted separately as .jpg at a minimum of 300dpi. All these .jpg images must be titled with the entries "**unique ID**" supplied by SGD, followed by "**CR**" (for any with copyright issues) or "**CRF**" (for any copyright free), followed by sequential numbering.

pdf Submission for the Historic Garden Restoration Award Category 11

Your presentation must be provided as a single pdf titled only with its unique entry ID.

Nothing in your submission must identify you or your company

Provide a **maximum of 45 landscape pages** in your .pdf in the following order:

1. Cover Sheet to include

- Your full unique entry code (supplied by SGD on receipt of your entry form and fee)
- Your project's title, and for projects in the UK only include postal address with postcode
- Category entered
- Final cost of Construction, cost per square meter, size of project as square meters, excluding the property (please include hard and soft landscape and exclude VAT and the designer's fee)

2. Project Statement/Client's Brief

- Maximum of two pages
- 20pt text must be used
- Presented in a maximum of 5 bullet points per page
- Maximum word count - 175 words per page

3. Site Context/Site Analysis

- One page only
- 20pt text must be used
- Must show context of the submitted project if designing only part of a larger space
- Graphics are welcome

4. Research Statement

- Describing, with sources, the research undertaken
- Maximum of two pages
- 20pt text must be used
- Presented in a maximum of 5 bullet points per page
- Maximum word count - 175 words per page

4. Masterplan/Presentation Plan

- One page only

5. Photographs

- A maximum of 30 photographs

6. A Garden Maintenance Outline.

- This needs to explain how the restored/renovated garden will be maintained in the future
- Maximum of two pages
- 20pt text must be used
- Presented in a maximum of 5 bullet points per page
- Maximum word count - 175 words per page

7. Up to 6 additional pages

- design detailing plans

All after photographs must also be submitted separately as .jpg at a minimum of 300dpi. All these .jpg images must be titled with the entries "**full unique ID**" supplied by SGD, followed by "**CR**" (for any with copyright issues), followed by sequential numbering.

pdf Submission for the Planting Design Award Category 12

Your presentation must be provided as a single pdf titled only with its unique entry ID.

Nothing in your submission must identify you or your company

Provide a **maximum of 44 landscape pages** in your .pdf in the following order:

1. Cover Sheet to include

- Your full unique entry code (supplied by SGD on receipt of your entry form and fee)
- Your project's title, including postal address with postcode
- Category entered
- Final cost of Construction, cost per square meter, size of project as square meters, excluding the property (please include soft landscape and exclude VAT and the designer's fee)

2. Project Statement/Client's Brief

- Maximum of two pages
- 20pt text must be used
- Presented in a maximum of 5 bullet points per page
- Maximum word count - 175 words per page

3. Site Context/Site Analysis

- One page only
- 20pt text must be used
- Must show context of the submitted project if designing only part of a larger space
- Graphics are welcome

4. Masterplan/Presentation Plan

- One page only

5. Photographs

- A maximum of 30 photographs

6. Up to 9 additional pages

- Up to 3 planting plans
- Up to 4 sketch compositions/elevations
- A maintenance schedule or management plan (maximum two pages)

All after photographs must also be submitted separately as .jpg at a minimum of 300dpi. All these .jpg images must be titled with the entries "**full unique ID**" supplied by SGD, followed by "**CR**" (for any with copyright issues), followed by sequential numbering.

pdf Submission for the Hardscape Award Category 13

Your presentation must be provided as a single pdf titled only with its unique entry ID.

Nothing in your submission must identify you or your company

Provide a **maximum of 41 landscape pages** in your .pdf in the following order:

1. Cover Sheet to include

- Your full unique entry code (supplied by SGD on receipt of your entry form and fee)
- Your project's title, including postal address with postcode
- Category entered
- Final cost of Construction, cost per square meter, size of project as square meters, excluding the property (please include hard landscape and exclude VAT and the designer's fee)

2. Project Statement/Client's Brief

- Maximum of two pages
- 20pt text must be used
- Presented in a maximum of 5 bullet points per page
- Maximum word count - 175 words per page

3. Site Context/Site Analysis

- One page only
- 20pt text must be used
- Must show context of the submitted project if designing only part of a larger space
- Graphics are welcome

4. Masterplan/Presentation Plan

- One page only

5. Photographs

- A maximum of 30 photographs

6. Up to 6 additional pages

- design detailing plans

All after photographs must also be submitted separately as .jpg at a minimum of 300dpi. All these .jpg images must be titled with the entries "**full unique ID**" supplied by SGD, followed by "**CR**" (for any with copyright issues), followed by sequential numbering.

pdf Submission for the Paper Landscapes Award Category 14

Your presentation must be provided as a single pdf titled only with its unique entry ID.

Nothing in your submission must identify you or your company

Provide a **maximum of 11 landscape pages** in your .pdf in the following order::

1. Cover Sheet to include

- Your full unique entry code (supplied by SGD on receipt of your entry form and fee)
- Your name
- Your project's title
- Category entered

2. Project Statement/Client's Brief

- Maximum of two pages
- 20pt text must be used
- Presented in a maximum of 5 bullet points per page
- Maximum word count - 175 words per page

3. Site Context/Site Analysis

- One page only
- 20pt text must be used
- Must show context of the submitted project if designing only part of a larger space
- Graphics are welcome

4. Masterplan/Presentation Plan

- One page only

5. Up to 6 additional drawings

These may include

- Sections (especially if a sloping site),
- Perspectives,
- Isometrics or other 3D views
- Design detailing

For promotional purposes we would also like you to submit photographs as .jpg at a minimum of 300dpi of:

- The presentation plan
- Other material that would promote your entry to best effect
- Maximum of 6 photographs to be submitted
- All these .jpg images must be titled with the entries "**full unique ID**" supplied by SGD followed by sequential numbering

The Judging Panel

- Judging will be by an independent panel appointed by the SGD Council
- Judges will not know the entrant's name or company
- The Judges' decisions are final
- The Judges' comments for the winning entries may be used at the Awards Ceremony and on the winners' page of the SGD Awards website
- Should the judging panel consider that none of the work in a category meets the required standard then an Award will not be made
- The organisers reserve the right to add or remove judges
- It is closed judging; entrants cannot present work to the Panel

Site Visits

- Judges may wish to visit some projects in main land UK before deciding on the finalists
- Not all shortlisted projects will be visited and not all visited gardens will be shortlisted
- If required, you will be notified and a judge will arrange a visit direct with the representative given on your entry form. Please note you will not be allowed to accompany the judges.

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

Certificate & Logos

- Finalists or winners will receive three applicable certificates
- Finalists will receive a finalist logo
- Winners will receive a winner logo