



## SUBMISSION REQUIREMENTS

- At least 1,000 in attendance
- Event is in, at least, its 3<sup>rd</sup> year
- \$20 nomination fee per event
- Please print and fill out this nomination form
- Submit this form with supporting materials
- Read “Path to Becoming a Top 20 Event” on next page

An organization is NOT required to be a member of STS to submit or win a Top 20 Event recognition. Events are Independently Nominated, Judged and Selected.

\*Remember: Top 20 Nominated Events may also submit for the STS [Shining Example Award](#) category for Top 20 Festival/Event of the Year which will be awarded at our Annual STS Meeting in Spring of 2018 (Submissions Due: December 31, 2017)

NAME OF EVENT \_\_\_\_\_

CITY OF EVENT \_\_\_\_\_ STATE \_\_\_\_\_

EVENT DATES (NOTE: SPECIFIC DATES ONLY, i.e., JUNE 4 – JULY 6) \_\_\_\_\_

NUMBER OF YEARS OF EVENT \_\_\_\_\_ ATTENDANCE LAST YEAR \_\_\_\_\_

EVENT CONTACT PERSON \_\_\_\_\_

E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

EVENT WEB URL \_\_\_\_\_

EVENT TWITTER (@STSTop20) \_\_\_\_\_ INSTAGRAM (@southeasttourismsociety or #SETOURISM) \_\_\_\_\_

EVENT DESCRIPTION *Be succinct and specific. If selected, this description will be used.* \_\_\_\_\_

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WHAT MAKES THE EVENT DIFFERENT THIS YEAR? \_\_\_\_\_

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SUBMISSIONS MUST BE SENT ONLINE  
VIA THIS LINK:  
[www.dropittome.com/southeasttourism](http://www.dropittome.com/southeasttourism)  
PASSWORD: SoutheastTourism

NOMINATION PAYMENTS MAY BE MAILED TO:  
Southeast Tourism Society  
555 Sun Valley Drive, Suite E5  
Roswell, GA 30076-5624  
T: 770-542-1523 F: 770-542-1527  
Questions? [top20@southeasttourism.org](mailto:top20@southeasttourism.org)

### CONTACT INFORMATION OF PERSON SUBMITTING

NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

CONTACT E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

## The Path to Becoming a Top 20 Event

- STEP 1** To be eligible for submission, events must be in, at least, their third year and have a minimum attendance of 1,000. The starting date of an event determines the month in which it will be included. (i.e. An event taking place November 28 - December 31 would be judged as a *November* event)
- STEP 2** Complete form, ensuring to provide correct dates of event, address, phone numbers, contact person, e-mail and website information. **NOTE: THIS INFORMATION CANNOT BE CHANGED ONCE IT IS SUBMITTED.** When describing the event, focus on any unique aspects of the event, the economic impact to the community, community involvement, attendance or other awards that the event has won. These are all aspects the judges take into consideration.
- STEP 3** Send your submission electronically. Beginning May 1, 2015, STS no longer accepts mailed or faxed entries to save time, postage & paper. Email submissions will not be accepted but online submissions can be sent via this link: [www.dropittome.com/southeasttourism](http://www.dropittome.com/southeasttourism) **Password: SoutheastTourism.**
- Most importantly, please upload your completed nomination form. This is important for us to know who to contact with any questions or to notify you if you've won. From there, you are welcome to attach press releases, brochures or any other supporting material with each nomination form. We ask that you send no more than 5 photos of the event being this help the judges' in reviewing each nomination in a timely manner.
- \*\*\*Please note: To ensure we receive all of your uploaded files, please name your files with your event name and, if sending multiple files, a corresponding number. Example: PatriotParade\_File1of3, PatriotParade\_File2of3 etc. Choose your file, hit upload and repeat as needed. It's that easy! **You will notice that the program, unfortunately, does not give you an official confirmation or "Congrats! You did it!" message.** If you want to confirm we received the files or if you have any trouble uploading your submission, please email Wendy Thomas: [wendy@southeasttourism.org](mailto:wendy@southeasttourism.org). You are then welcome to mail your payment to STS, according to how many nominations you submitted, or pay online via the link listed on the Top 20 web page.
- STEP 4** The nomination fee is \$20 per event. Checks are preferred and payable to Southeast Tourism Society or you can pay online via the link listed on the Top 20 web page.
- STEP 5** Promote! Winning events are well-publicized around the region and earn national recognition. Winners receive promotional use of the Top20 logo for print and electronic material. Winners will also be listed via the STS Website [www.southeasttourism.org](http://www.southeasttourism.org) and the Travel Media Press Room [www.travelmediapressroom.com](http://www.travelmediapressroom.com), a site dedicated to travel writers. Please share with us how you promote and celebrate your win as we enjoy sharing this with our followers on social media: [Wendy@southeasttourism.org](mailto:Wendy@southeasttourism.org) or #STSTop20. Promoting your win will also qualify you for the STS Top 20 Champion award, which will be awarded March 27 at the 2017 STS Spring Symposium in Knoxville, Tennessee or the STS Annual Meeting in Spring of 2018.

***Nominations are open to members and non-members of Southeast Tourism Society.  
Events are Independently Nominated, Judged and Selected.***

\*Remember: Top 20 Nominated Events may also submit for the STS Shining Example Award category for Top 20 Festival/Event of the Year (Due December 31, 2017)

	DEADLINE DATES
<i>EVENTS OCCURRING IN</i>	<i>SUBMIT ENTRY BY</i>
July   August   September 2017 .....	Friday, January 20, 2017
October   November   December 2017 .....	Friday, April 14, 2017
January   February   March 2018.....	Friday, July 14, 2017
April   May   June 2018.....	Friday, October 13, 2017
Our Partners Supporting Professional Tourism	
Adara   AJR Media Group   Amtrak   Best Western   Charles Ryan Associates   ITI Marketing   Madden Media   Paramore	