



SALES AND MARKETING ASSOCIATE CATEGORY

PLEASE ATTACH PHOTO:
- Business head shot
- Colored
- White Background

A DECADE OF DISTINCTION

Coverage: Regular employees of a Member-Property who **provide direct/ indirect Sales and Marketing support** to secure and/or implement business revenue streams.

Examples of positions which fall under this category include the following – Sales Coordinator, Sales Executive, Marketing Officer, Events Officer, Events Coordinator, Events and Catering Assistant, PR Associate/PR Assistant, E-Commerce Executive, Sales Secretary, Executive/Administrative Assistant, and Reservations Agent.

PART 1: CONTACT DETAILS

Instructions: It is important that active contact account details are indicated so that HSMA can reach you for further information, if needed.

| INFORMATION | NOMINEE | NOMINATOR |
|---------------------------|---------|-----------|
| Last Name, First Name, MI | | |
| Organization | | |
| Position | | |
| Email Address | | |
| Mobile Number | | |
| Landline Number | | |

PART 2: RELEVANT BACKGROUND INFORMATION ON THE NOMINEE NAME

Instructions: Please ensure that the correct name (including spelling) of the NOMINEE is indicated as this will be used in HSMA's permanent records.

| INFORMATION | NOMINEE |
|---|---------|
| Last Name of Nominee | |
| First Name of Nominee | |
| Middle Name of Nominee | |
| Name Extension, If any (Jr., Sr., III etc.) | |
| NICKNAME | |

PART 3: ACCOMPLISHMENTS AND/OR ACHIEVEMENTS

Instructions: For this category, sensitivity of the position to developments in the industry, and the ability to positively act on it, is key. This Virtus Awards Cycle 2024 *intends to recognize special efforts made from the period 01 July 2023 to 30 June 2024* by an Associate who has contributed to retaining target demographics, to creating new markets, and to delivering enhanced benefits to customers of the member-property.

3.A. ACTUAL ACCOMPLISHMENTS AND/OR ACHIEVEMENTS

Cite actual situation/s (occasion/date/place/client etc.) encountered/pursued/initiated by the NOMINEE that demonstrated exemplary performance of his/her job as well as results in terms of sales/contracts supported, systems improved, client-groups satisfied, property facilities/amenities enhanced or any other value-adding outcomes. Personal recognitions, citations, awards and the like, received during the covered period, may be included.

Quantify in terms of PHP, pax, time, area etc. More than one (1) situation may be cited.

Weight: 40%

Maximum Words: 200

3.B. CUSTOMER SERVICE ORIENTATION AND BUSINESS SPECIFIC KNOWLEDGE

From any of the achievements and/or accomplishments submitted in Question 3.A above, please elaborate on the personal effort of the NOMINEE in exercising initiative, resourcefulness, creativity and persistence in dealing with the situation. This is an opportunity to highlight the NOMINEE's well-rounded knowledge of the business and the industry as well as the NOMINEE's customer service orientation.

Quantify in terms of PhP, pax, time, area etc. More than one (1) situation may be cited.

Weight: 20%

Maximum Words: 100

3.C. TEAM WORK AND INTER-PERSONAL RELATIONSHIPS

From responses given in 3A and/or 3B above, please elaborate on how the NOMINEE collaborated and cooperated with colleagues from within the property to achieve the desired results, or with those outside the property in the exercise of fair competition beneficial to the industry. Explain the significance of role performed. This is an opportunity to highlight the NOMINEE's work ethics, teamwork, inter-personal relationships and communication skills.

Quantify in terms of PhP, pax, time, area etc. More than one (1) situation may be cited.

Weight: 20%

Maximum Words: 100

3.D. COMMITMENT TO CONTINUING EDUCATION

Please cite the NOMINEE's efforts to continuously equip him/herself with new knowledge to cope with changes in the business environment as well as initiatives to share knowledge, formally and/or informally, with others in the property or in the industry. The pro-active development of future leaders may form building blocks in the growth of the hotel and resort industry.

Or, given the saying "Experience is the best teacher", what lesson and/or skill can the NOMINEE draw from this entry and share with other members of the industry?

Weight: 20%

Maximum Words: 100

PART 4: DECLARATION

We hereby declare that the facts and accompanying information stated in this NOMINATION FORM for the SALES AND MARKETING ASSOCIATE CATEGORY are true, correct and verifiable, to the best of our knowledge, and satisfy the eligibility criteria of the VIRTUS AWARDS.

If this nomination makes it into the SHORTLISTING of candidates for further evaluation, we consent to submit additional information that HSMA and the Judges may require. We understand that the information will be used by HSMA and the Judges in evaluating the Final Awardees and we consent to the use of such information for that purpose.

Finally, if selected as a Finalist or Award Recipient, we hereby authorize the release and use, in connection with the VIRTUS AWARDS for 2024 and henceforth, of our names, our property's name, non-financial information, photographs, video and audio recordings of us in any form of media and from whatever source.

Signature over Printed Name/NOMINATOR

Signature over Printed Name/NOMINEE

DATE

DATE