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## 1. MAIN AWARDS CATEGORIES

NO	AWARD CATEGORY	DESCRIPTION	ELIGIBILITY
1.	International Residential Landscapes & Gardens	Projects of any size, including roof gardens and courtyards outside the UK	FSGD, MSGD Pre-registered*
2.	International or UK Public, Commercial or Communal Landscapes & Gardens	A communally used public, semi-public or commercial project of any size including roof gardens. Examples may include but not limited to hotels, offices, parks, communal gardens.	FSGD, MSGD Pre-registered*
3.	Large Residential Landscapes & Gardens	A UK project of over 2000m <sup>2</sup> ; may include roof gardens	FSGD, MSGD Pre-registered*
4.	Medium Residential Landscapes & Gardens	A UK project of 500-2000m <sup>2</sup> ; may include roof gardens	FSGD, MSGD Pre-registered*
5.	Small Residential Landscapes & Gardens	A UK project of 150-500m <sup>2</sup> ; may include roof gardens.	FSGD, MSGD Pre-registered*
6.	Garden Jewel	A UK residential project of less than 150m <sup>2</sup> including courtyards, roof gardens, front gardens or may include a 'jewel' within a bigger garden.	FSGD, MSGD Pre-registered*
7.	Design with Time in Mind	A UK residential, commercial or public project that has flourished over time through the choice of planting and materials and long-term management & maintenance.	FSGD, MSGD Pre-registered*
8.	Big ideas, Small Budget	A UK residential project where the total budget does not exceed £30,000 (excluding design fee)	FSGD, MSGD Pre-registered
9.	Design for the Environment	A UK or international, residential, commercial or public project of any size focused on environmental contribution & sustainability	SGD Members & non members
10.	Healing, Learning or Community Landscapes & Gardens	A UK project of any size. Examples may include schools, Care Homes, Hospices, gardens owned/used by a community. Nb. Community gardens must be not for profit, may or may not have included the community in the project and may not necessarily be permanent.	FSGD, MSGD Pre-registered Student Member
11.	Fresh Designer Landscapes & Gardens	A UK project of any size showing a flair for design, interpretation of client brief, dynamic design solutions, detailed design elements, that 'something special'	Pre-registered Members less than 5 years
12.	Planting Design	A UK project showing excellence and ingenuity in a residential or public planting scheme. Consideration 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.	FSGD, MSGD, Pre-registered
13.	Hardscape Design	A UK project showing innovative and meticulous design and implementation of a domestic, commercial or public hard landscaping scheme. Consideration may include but are not limited to: environmental impact, sustainability, innovation in design, construction detail.	FSGD, MSGD, Pre-registered
14.	Paper Landscape Design	A UK or international residential, commercial or public project of any size <i>NOT</i> constructed e.g. a design yet to find a home, waiting to be implemented, a show garden idea, innovation/experimentation in design, 'the one that got away'. An explanation of why the garden has not been constructed should be included in the submission.	FSGD, MSGD, Pre-registered

\* Pre-Registered (passed submission 1 or 2) also see page 4 'Rules of Entry'

## 2. SGD HONORARY AWARDS

### **The Lifetime Achievement Award**

Awarded to an individual who has made an outstanding contribution to the Profession and gifted by the SGD Council

### **The People's Choice Award**

Shortlisted finalists in Award Categories 1-7  
This competition is run by the SGD Awards Media Partner, Homes & Gardens and chosen by public vote

### **The Judges' Award**

Shortlisted finalists in Award Categories 1-13  
Awarded by the Judges looking for something 'extra'

### **The Grand Award**

Winners in Award Categories 1-7  
Chosen by the Judges as the Winner of Winners

### 3.PROJECT REGISTRATION DEADLINES & ENTRY FEE

Award Categories 1-11:	The 'early bird' Entry Fee is £99 by Wednesday 18 <sup>th</sup> November 2020 The standard entry fee is £135 by Wednesday 2 <sup>nd</sup> December 2020
Award Categories 12&13: (Planting and Hardscape Design)	The 'early bird' Entry Fee is £79 (or £53 if the project is also entered in Award Categories 1-11) by Wednesday 18 <sup>th</sup> November 2020 The standard entry fee is £99 (or £53 if the project is also entered in Award Categories 1-11) by Wednesday 2 <sup>nd</sup> December 2020
Award Category 14: (Paper Landscapes)	The 'early bird' Entry Fee is £65 by Wednesday 18 <sup>th</sup> November 2020 The standard entry fee is £85 by Wednesday 2 <sup>nd</sup> December 2020

*Prices are inclusive of VAT*

- **Following registration and payment, the deadline for the electronic submissions of all projects to the SGD Dropbox is Wednesday 13<sup>th</sup> January 2021.**
- **Projects are judged anonymously.**
- **Finalists will be announced at the end of March 2021**
- **Winners will be announced at the SGD Award Ceremony on Friday 11<sup>th</sup> June 2021**

### 4.ENTRY PROCESS

- Complete an entry form for **each** project/category you are entering ON THE AWARDS PAGE OF THE SGD WEBSITE and paying the entry fee. Receipt of payment will be sent automatically.
- Confirmation of registration will be emailed by the SGD Awards office when both payment and entry form(s) have been received and checked and this will include the unique entry ID for that submission. Each project submission will have its own unique ID.
- An invitation to the SGD Dropbox unique folder for each pdf submission will be emailed to you.
- Add your pdf submission to the SGD Dropbox folder by the deadline date (see above). Please note all electronic submissions must be made anonymously.
- Alert SGD by email to [awards@assocmanagement.co.uk](mailto:awards@assocmanagement.co.uk) when you have added your entry to the SGD Dropbox and your successful submission will be acknowledged.



## 5. RULES OF ENTRY

1. 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'
2. 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.
3. Members' own gardens cannot be entered.
4. There is no practical project completion deadline for eligibility.
5. 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
6. Members can enter as a sole entrant, a joint entrant or registered practice. The name(s) of any additional eligible designer(s) must be included on the entry if they have designed any element of the project, e.g. the planting. In addition, the contribution of any non-Member other designer/design professional should also be attributed.
7. 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.
8. Pre-Registered members must have been in practice for less than 5 years to enter the 'Fresh Designer Award'
9. Pre-Registered members may enter the Student Awards if they progressed from Student Member to Pre-Registered Member since 1st September 2019
10. If a Pre-Registered member enters the Main Awards, they may not enter the Student Awards, and vice versa
11. A project may not be entered again in the same category in a future year
12. It is not permissible for individual elements of a garden to be submitted for different award categories (except in the case of hardscape and planting)
13. If a discrete element/area of a garden is submitted, it must fulfil the size criteria of the category entered. Judges will consider it in the context of the entire garden site so the presentation plan must show the whole site.
14. If existing elements of a garden are retained, (e.g. hard landscaping), this should be rendered and labelled
15. Categories 1 to 13 must have been built
16. Entrants can enter the same project in different categories in the current or a future year
17. Entrants may submit as many individual entries as they wish
18. Only show gardens that have not been constructed will be accepted for the "Paper Landscapes" category; this is the only category where show gardens can be entered
19. All requirements must be met, or your submission may be excluded
20. Your submission pdf file title must only be the 'full unique entry ID' provide by SGD
21. Fees are non-refundable even if an entry is withdrawn or excluded
22. Any submissions received after the deadline will not be considered for an Award
23. The SGD reserves the right to reject any materials submitted as unsuitable in specification or quality and to request replacement
24. The organisers reserve the right to amend entry criteria
25. The organisers reserve the right to move an entry to a different category
26. The organisers reserve the right to amend or merge or withdraw Award categories without notice or explanation
27. No correspondence will be entered into and no individual feedback will be provided
28. Designers will not be allowed to accompany the judges if they make a site visit
29. The SGD Chair and SGD Chair of Awards may not enter the Awards

## JUDGES' DECISIONS ARE FINAL

## 6 .pdf SUBMISSION FOR AWARDS, CATEGORIES 1-11

Advice for your submission can be found in section 10 below.

Your presentation must be submitted as a single pdf titled only with its unique entry ID. Nothing in your submission should identify you or your practice. Provide a maximum of 36 landscape pages in your .pdf in the following order:

### 6.1 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 categories 3 to 11 only include postal address with postcode
- Category entered
- Final cost of construction and cost per square meter, (please include hard and soft landscape and exclude VAT and the designer's fee)
- Size of project as square meters, excluding the property

### 6.2. 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

### 6.3 Site Context/Site Analysis

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

### 6.4 Masterplan/Presentation Plan (the plan that you presented to the client) – one page only

### 6.5 Planting Plan & Plant Schedule -two pages maximum

### 6.6 Supporting drawings - up to four and these may include:

- Sections, especially if a sloping site
- Perspectives
- Isometrics or other 3d visuals

Must show context of the submitted project, including if designing only part of a larger space

### 6.7 Photographs

- A maximum of 25 photographs

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 in order of preference.

## **7.pdf SUBMISSION FOR THE PLANTING DESIGN AWARD, CATEGORY 12**

Advice for your submission can be found in section 10 below.

Your presentation must be submitted as a single pdf titled only with its unique entry ID. Nothing in your submission should identify you or your practice.

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

### **7.1 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 include postal address with postcode
- Category entered
- Final cost of planting and cost per square meter, (please include preparation, planting and plants) and exclude VAT and the designer's fee)
- Size of planting project as square meters.

### **7.2 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

### **7.3 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

### **7.4 Masterplan/Presentation Plan**

- One page only

### **7.6. Planting**

- Up to 3 planting plans
- A maintenance schedule or management plan (maximum two pages)

### **7.7 Up to 4 additional pages**

- sketch compositions/elevations

### **7.5. Photographs**

- A maximum of 30 photographs

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 in order of preference.

## **8.pdf SUBMISSION FOR THE HARDSCAPE DESIGN AWARD, CATEGORY 13**

Advice for your submission can be found in section 10 below.

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:

### **8.1 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 and cost per square meter, (please include only hard landscape and exclude VAT and the designer's fee)
- Size of hardscape as square meters

### **8.2 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

### **8.3 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

### **8.4. Masterplan/Presentation Plan**

- One page only

### **8.6 Up to 6 additional pages**

- design detailing plans

### **8.5. Photographs**

- A maximum of 30 photographs

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 in order of preference.



## **9. PDF SUBMISSION FOR THE PAPER LANDSCAPES AWARD, CATEGORY 14**

Advice for your submission can be found in section 10 below.

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:

### **9.1. Cover Sheet to include**

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

### **9.2 Project Statement/Client's Brief**

- To include explanation of why the garden has not been constructed
- 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

### **9.3. 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

### **9.4. Masterplan/Presentation Plan**

- One page only

### **9.5. Up to 6 additional drawings, these may include:**

- Planting plan
- 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

## 10. GUIDANCE 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 until the planting has matured.
- Adhere to the presentation requirements; submit material accurately; the order is 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 (e.g. house, parking, garage, entrance).
- 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 and 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; e.g. size all to A4 landscape 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 the pdf for your submission.
- If using 'Word' save each page with compressed image as landscape at A4 size before adding. any text and then add to your pdf 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>

## 11. PROJECT PHOTOGRAPHY

### The pdf submission is for the judging process only:

- All photographs supplied for publicity should also be included in the pdf submission
- Copyright restricted images can be used in the pdf; these will only be used for judging
- Images 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 must also be supplied as .jpg at a minimum of 300 dpi
- At least three images that are ‘without copyright’ or “copyright free of charge” must be supplied for entries in categories 1 to 7. If 3 free of charge images are not available, the entry may be excluded from the “People’s Choice Award” voting process.
- At least one image that is ‘without copyright’ or “copyright free of charge” must be supplied for all other entries.
- All jpg images must be titled with the entries “**full unique ID**” supplied by SGD, followed by
  - “**CR**” for any images with copyright issues. *(If images incur a fee, their use maybe restricted by the SGD when promoting your project.)*
  - “**CRF**”, if you grant the SGD a licence to use images submitted free of charge, 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, i.e. **1,2,3**, (please number your images in your order of preference, however SGD retains the right to make their own selection if your project is shortlisted).
- 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.

## 12. JUDGING

- The judging panel is comprised of experts in the Industry and selected by the SGD.
- 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 projects in a category meets the required standard then an Award will not be made.
- Should the judging panel consider that a project is better suited to a different category they have the right to move the project without reference to the entrant.
- The organisers reserve the right to add or remove judges.
- It is closed judging; entrants cannot present work to the Panel.

### Garden Visits

- Judges may wish to visit some projects in Great Britain before deciding on the finalists.
- Judges generally visit in pairs.
- 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 directly with the representative given on your entry form. Please note you are not permitted to accompany the judges.



## 13. 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.

## 14. Certificate & Logos

- Finalists will receive a finalist logo when the shortlist is announced.
- Winners and finalists will receive three applicable certificates at the ceremony

Winners will receive a winner logo after the Awards Ceremony.