****

**INSTRUCTIONS FOR 2024 Red Carpet STELLAR AWARDS**

**SUBMISSION DEADLINE:**

No later than 4 pm on Thursday, February 22, 2024 – no EXCEPTIONS

The Following Awards Forms have been removed from the submission list and will not be required. The reports will be run through MLS and the totals used for awards. All companies will be sent the totals that are calculated to be proofed and approved.

1. Best Selling Community of the Year

2A. Best New Homes Sales Company of the Year # Transactions

2B. Best New Homes Sales Company of the Year $ Volume,

5. Sales Manager Citation Awards

**THE FOLLOWING APPLIES TO ALL SUBMISSONS:**

* Forms and other materials must be submitted by email to santalee@homebuildersaugusta.org
* Completed form must be submitted along with any additional attachments required.
	+ Forms have been modified to make it smoother when submitting. If multiple sheets are required, they have been added and the TOTAL sheet must be completed in all highlighted areas.
	+ A list of awards page has been added, please complete, and submit.
* All entries must be submitted by a current member in good standing of the Association,
* All photos must be in High Resolution.
* Please refer to each form’s individual checklist to ensure you are submitting the required items.
* ***Missing or incomplete items/forms may disqualify your submission.***
* Applicant attests to the accuracy of the information being submitted. The Awards committee reserves the right to request closing statements as necessary. All submissions must have **closed in MLS by January 31, 2024, for sales in 2023.**

**NAMING FILES and PHOTOS**

Please name ALL files (forms and other materials) submitted with the Form #, and Name of **COMPANY** applying for the Award. Any revised submissions should state that in the file name.

**(EXAMPLE: Form 8-Lucy Smith)** or if revised **(Form 8 – Revised – Lucy Smith).**

**FORMS:**

Link:

<https://www.homebuildersaugusta.org/sales-and-marketing-awards1.html>

You can also go online to: [www.homebuildersaugusta.org](http://www.homebuildersaugusta.org/) (click Sales and Marketing)

ANY Submissions added after the cutoff date Will not BE USED. Please make sure all your sales are closed, checked, and verified in MLS.

If you have any questions, please **call** Santalee Jernigan -706-860-23

Or email santalee@homebuildersaugusta.org