



## ACF Pittsburgh Chapter Wine Program of the Year Award Requirements

The ACF Pittsburgh Chapter is pleased to announce the Wine Program of the Year Award, recognizing exceptional wine programs in the Pittsburgh region. This prestigious award celebrates vendors and establishments that demonstrate excellence in wine selection, service, and education. Nominations are now open, and we invite members in good standing to recognize and nominate deserving wine programs that exemplify the highest standards of their craft.

### How to Submit a Nomination:

To nominate a wine program for this esteemed award, please complete the nomination process as outlined in the checklist below and send all required nomination packet materials to through the form on the ACFPC website by the submission deadline. We look forward to honoring the outstanding wine programs that continue to elevate the dining experience in the Pittsburgh region.

### Eligibility:

1. **Nominee Status:** The nominee must be a wine program actively operating as a vendor or within a restaurant, hotel, or other culinary establishment. This award is open to wine programs both within and outside of the ACF Pittsburgh Chapter (ACFPC) network. The nominee is not eligible if they have won this award within the last 5 years.
2. **Nomination Source:** The nominee must be nominated by an ACFPC member who is in good standing. Self-nominations are **NOT** accepted.

### Criteria for Nomination:

#### 1. Excellence in Wine Selection and Service:

- Demonstrated excellence in the curation and diversity of the wine list, including a balance of classic and emerging wine regions.
- Proven track record of outstanding service, including knowledgeable staff and exceptional guest experience.
- Active involvement in promoting wine culture and education within the establishment or region.

#### 2. Wine Education and Staff Training:

- Strong commitment to staff training and education, ensuring that staff are well-versed in wine knowledge and service.
- Implementation of wine education programs or events that enhance the overall wine experience for guests.
- Engagement in wine seminars, tastings, or certifications that further the staff's professional growth.

#### 3. Innovation and Impact:

- Innovation in wine program offerings, such as unique wine pairings, special events, or collaborations with winemakers and chefs.

- Contributions to the local or regional wine scene, promoting Pittsburgh as a destination for wine enthusiasts.
- Positive influence on the guest dining experience, enhancing the overall culinary journey through thoughtful wine selections.

#### 4. Commitment to Sustainability:

- Incorporation of sustainable practices in wine sourcing, packaging, and service.
- Support for wineries and vineyards that prioritize environmental responsibility.
- Efforts to reduce waste and promote sustainability within the wine program.

### **Nomination Process:**

#### 1. Submission Requirements:

- Complete and send the nomination application along with the nomination checklist items listed on the following page.

#### 2. Deadline: All nomination materials must be submitted by the deadline posted on the ACFPC website.

#### 3. Selection Process:

- The ACF Pittsburgh Chapter's Awards Committee will review all nominations based on the above criteria and announce a decision on eligibility at the first board meeting of the month of November.
- The committee reserves the right to request additional information or conduct interviews if needed.
- A vote will be held via electronic ballot, and the winner will be announced by the first Friday of the new calendar year.

#### 4. Award Presentation:

- The Wine Program of the Year will be recognized at the ACF Pittsburgh Chapter's annual awards ceremony.
- The recipient will receive a plaque and will be featured in the chapter's communications and media outlets.

### **Additional Information:**

- The ACF Pittsburgh Chapter values diversity and encourages nominations of wine programs from all types of culinary establishments.
- Nominators and nominees must ensure all information provided is accurate and truthful.

## **Wine Program of the Year Award Nomination Packet Checklist**

To ensure a complete and thorough nomination for the ACF Pittsburgh Chapter's Wine Program of the Year Award, please compile and submit the following items in a single nomination packet through the form on the ACFPC website. The form must be completed in its entirety by the submission deadline. All incomplete nominations will not be accepted

### **1. Nomination Letter:**

- A detailed letter from the ACFPC member in good standing who is nominating the wine program.
- The letter should clearly outline the nominee's qualifications, achievements, and contributions to the culinary and wine industry within the calendar year they are being nominated.
- Include specific examples of wine selection excellence, service, and innovation.

### **2. Letters of Support:**

- At least **one** additional letter of support from other professionals or organizations within the culinary or wine community.
- These letters should further emphasize the nominee's accomplishments, character, and influence in the wine and culinary field in Pittsburgh or the broader region.

### **3. Wine Program Overview:**

- A comprehensive overview of the wine program, including details of the wine list, staff training programs, and any special wine-related events or initiatives.
- Include details of the nominee's achievements, awards, recognitions, and any relevant certifications or industry partnerships.
- Current logo or current professional image of the establishment.

### **4. Documentation of Achievements (Optional but Encouraged):**

- Any supporting materials that highlight the nominee's work, such as:
- Photos of wine events or wine list.
- Articles, reviews, or publications featuring the wine program.
- Documentation of involvement in community service, industry events, or sustainability initiatives.

### **5. Contact Information:**

- Include the full contact information for both the nominator and the nominee:
- Full name or establishment name
- Email address
- Phone number
- Mailing address

### **6. Submission:**

- Compile all the above materials and fill out the form on the ACFPC website to submit a nomination. All incomplete nominations will not be accepted or considered.

### **7. Submission Deadline:**

- Ensure that all materials are submitted by **November 1st**. Late submissions may not be considered.

This checklist is designed to streamline the nomination process and ensure that each nominee's achievements are fully represented for consideration by the ACF Pittsburgh Chapter's Awards Committee.