

ADMINAWARDS®

JUST BECAUSE ADMINISTRATIVE PROFESSIONALS ARE BEHIND THE SCENES,
DOESN'T MEAN THEY SHOULD BE INVISIBLE.

Kick off Admin Month at the 8th Annual Celebration of Administrative Excellence at the Admin Awards - Houston & Gulf Coast Region.

APRIL 4 | ROYAL SONESTA HOUSTON GALLERIA | 6:00- 9:30 PM



Vice President & COO, Kyle Stanzel and Shay Jefferson, EA, Houston Methodist West at the 2023 Admin Awards - Houston & Gulf Coast Region.



NOMINATE & CELEBRATE YOUR EXTRAORDINARY ADMINISTRATIVE SUPPORT THROUGH THE ADMIN AWARDS

From NASA's trailblazers to Fortune 500 titans, CEOs pioneering small to mid-sized companies, and leaders across nonprofit and government sectors—organizations of every size and stature trust the Admin Awards to honor and celebrate their invaluable Administrative Professionals. The Admin Awards was created in 2012 by the proud daughter of a retired Executive Secretary right here in Texas. Today, it operates across the country and is considered the highest honor in the Administrative Profession, often referred to as the 'Academy Awards for Admins.'

HOW THE ADMIN AWARDS WORKS:

- 1 Nominate outstanding Administrative Professionals across 9 categories at adminawards.com by Feb. 23 – no nomination fee, thanks to our National Sponsors, Southwest Airlines and Robert Half!
- 2 Your Nominee will receive notification of their nomination immediately.
- 3 An independent panel of judges selects Finalists and Winners in each category.
- 4 Join us at the 'Good as Gold' Gala on April 4th at the Royal Sonesta Houston Galleria to honor and celebrate all Nominees. Finalists will be revealed, and the 9 Admin Awards Winners announced, with exclusive gifts and prizes.
- 5 Get early bird tickets by March 1st at adminawards.com. Choose from individual tickets, tables, or sponsorship options to suit every budget. *For our out-of-town guests, we've negotiated discounted hotel accommodations at various local hotels. Visit adminawards.com, and select your region from the dropdown to learn more.*



Founder, Sunny Nunan and her Mother, Jeannette Castellano who retired just shy of her 80th birthday from the Administrative Profession.

WHO PARTICIPATES?

Companies of every size and stature participate in the Admin Awards across all industries, recognizing the backbones of their success – Administrative Professionals. Below is a quick snapshot of participating companies. For a more comprehensive list visit:

<https://info.adminawards.com/hou-participating-companies>



LEARN MORE





AWARD CATEGORIES

THE COLLEEN BARRETT
AWARD FOR ADMINISTRATIVE
EXCELLENCE

THE ABOVE THE
CALL AWARD

THE ACHIEVER
AWARD - INDIVIDUAL

THE TEAM ACHIEVER
AWARD - FOR TEAMS

THE ADMINISTRATIVE
EXCELLENCE IN PUBLIC
SERVICE AWARD

THE LEADERSHIP
AWARD

THE LOYALTY
AWARD

THE SPIRIT
AWARD

THE STRATEGIC
PARTNERSHIP AWARD

THE FOUNDER'S AWARD
for organizations that
create an exceptional
work-environment for
Administrative Professionals'

ADMIN AWARDS CATEGORIES:

Choose from nine distinct awards that embody the multi-faceted role of the modern-day Administrator. The program's highest honor is The Colleen Barrett Award for Administrative Excellence, named after Colleen Barrett, the former Executive Assistant who later became President & COO of Southwest Airlines alongside Herb Kelleher, the airline's founder. Discover the different award categories and their respective criteria at adminawards.com/awards-and-eligibility.



Southwest

THE ADMIN AWARDS 'GOOD AS GOLD' GALA

The Admin Awards 'Good as Gold' Dinner Gala is a prestigious five-star event where Nominees, Leaders, and supporters come together to celebrate Administrative Excellence. This gala embodies the essence and importance of the Administrative Profession and honors those who contribute to it.

EVENT TRADITIONS INCLUDE:

- **Team Spirit Competition** - Companies showcase enthusiastic support for their Nominees, vying for the coveted Team Spirit prize.
- **Good as Gold Contest** - Top 'Good as Gold' outfits contend for prizes valued at \$500 or more.
- **Nominee's Video Tribute** - Executives and coworkers showcase their lip-syncing and dancing talents, performing to a themed song that celebrates their Nominee and kicks off the Awards Gala.

WHAT YOUR NOMINEE WILL EXPERIENCE

An Exclusive Red Carpet, VIP Experience Featuring:

- A high-value commemorative gift upon arrival
- Admin-Only Major Prize Drawings valued at a minimum of \$500
- Showcase on our 'Warhol' Nominees Wall of Fame



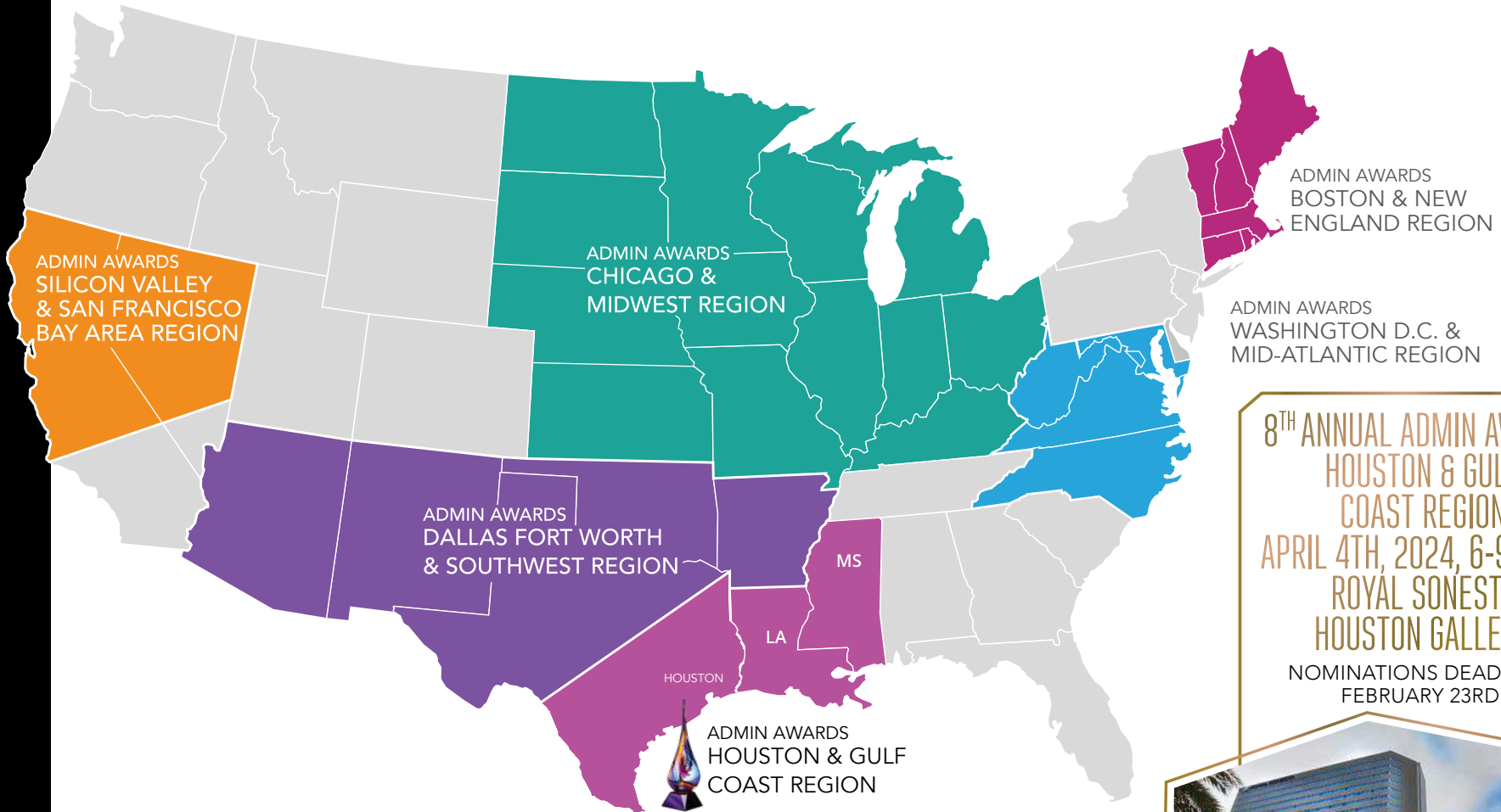


HOUSTON AND GULF COAST REGION DETAILS

The Admin Awards is excited to welcome organizations from **South and Central Texas, Louisiana, and Mississippi areas** to the 8th Annual Admin Awards 'Good as Gold' Gala serving the Houston and Gulf Coast Region. Regardless of where you are located, your organization is encouraged to participate in any Admin Awards region.

JOIN THE FOLLOWING COMMUNITIES PARTICIPATING IN THE ADMIN AWARDS:

- HOUSTON
- THE WOODLANDS
- SPRING
- CYPRESS
- KATY
- SUGARLAND
- BAYTOWN
- GALVESTON
- AUSTIN
- SAN ANTONIO
- CORPUS CHRISTI
- LOUISIANA
- MISSISSIPPI



8TH ANNUAL ADMIN AWARDS
 HOUSTON & GULF
 COAST REGION
 APRIL 4TH, 2024, 6-9:30PM
 ROYAL SONESTA
 HOUSTON GALLERIA
 NOMINATIONS DEADLINE:
 FEBRUARY 23RD



HOTEL BLOCK

Please visit our website for information on secured room blocks at the Royal Sonesta and nearby hotels. [CLICK HERE](#)

I REALLY ENJOYED EVERYTHING ABOUT THE EVENT.

The cocktail reception was great. The prize breaks were awesome! And the awards themselves were phenomenal. I really liked getting a bit of story on why each finalist won.

- Mark Goode, Accounting Manager with Forthea LLC

HATS OFF

ON A WONDERFUL EVENT AND ORGANIZATION!! CAN'T WAIT TO SEE THE MAGIC YOU CREATE NEXT YEAR!

- Victoria Salem, Managing Counsel, Finance and Tax with Cheniere

WHAT AN AMAZING EVENING!

The Admin Awards creates a great opportunity for admins and their execs and coworkers to develop a deeper camaraderie outside of the workplace.

- Tiffany Nguyen, Manager of Admin Operations with Onit

I REMAIN A HUGE FAN

of the Admin Awards program.

-Brad Childers, CEO, Archrock

IT'S SO NICE TO HAVE AN UPSCALE CELEBRATION FOR THE HARD WORK WE DO as Administrators. It makes me proud of my title and encourages me to do my best.

- Toni Arnold, Executive Administrative Assistant with Cheniere Energy

I THINK NEXT TO MY BEAUTIFUL WIFE AND MY BEAUTIFUL DAUGHTER, SHAY IS THE PERSON I ENJOY SEEING THE MOST EVERY DAY.

SHE UPLIFTS US, SHE BRINGS JOY TO THE PEOPLE SHE WORKS WITH AND A SPIRIT THAT'S CONTAGIOUS. THANK YOU SHAY FOR EVERYTHING YOU DO. AND FOR MAKING MY LIFE SO MUCH BETTER. AND THANK YOU ADMIN AWARDS FOR RECOGNIZING A TRULY BEAUTIFUL PERSON.

- Kyle Stanzel, Vice President and Chief Operating Officer at Houston Methodist West

I WAS ABLE TO ATTEND THIS AWESOME EVENT AS A FINALIST. IT WAS AN EVENING WILL NEVER FORGET.

PROUD TO SEE THE WORK OF THE ORGANIZATIONS' GLUE (ADMINS) RECOGNIZED AND REWARDED.

- Antoinette Smithson, Administrative Coordinator with MD Anderson Cancer Center

NOMINATE NOW
Not ready yet? Click [here](#) to learn more

