

How to prepare an awards nomination

1. Make sure to use the approved form. Award adjudicators do not want to have to wade through masses of paper to find the name of the potential recipient.

2. Ensure that all the required information is entered on the application form. Please write neatly or type for accuracy.

3. Read the list of what submissions must include carefully. It is different for each program.

When you describe the nominee's pertinent work, take the time to tell the Jury **WHY THIS PROJECT SHOULD WIN AN AWARD**. This information should be contained in the first paragraph of the nomination. This shows that you have put some time and thought into the nomination and it is not just a "laundry list" of the work that has been done. You must assume that the Jury members are not familiar with the project and must make their decisions based on what is submitted. In many cases, jurors are drawn from diverse regions and will have no prior knowledge of your project. They must be able to make their decisions based solely on your submission.

4. Attach supporting documentation. This does not need to be extensive, but should support the reason for the nomination that you have stated in 3 above. Letters of support are valuable as they illustrate the views of the community.

5. Submit visual aids (slides, photographs, newspaper clippings) that will assist the Jury in determining the project's suitability for an award. Of importance are views of the project before, during, and after the restoration process. Please make sure that the slides or photographs are clearly labelled and dated so that the Jury can follow the progress of the project. Do not send original material as most organizations do not want to be responsible for valuable originals. Most awards brochures note that all submissions will be retained by the Society. Do you really want your originals to be retained?

6. Pay attention to the deadline. It is there for a reason. There are many tasks that must be completed before and after the Jury has made its decision.

7. Remember that the fact that you have made a nomination **does not guarantee that it will win an award**. Accept the decisions of the jury gracefully.