

VIII HOW TO SUBMIT HALL OF FAME NOMINATION

Arts & Culture Hall of Fame Community Service Hall of Fame Sports Hall of Fame

Step 1

Carefully review the award categories and determine which category is most appropriate:

- Arts & Culture
- Community Service
- Sports

Step 2

Complete the NOMINATION FORM

Complete the nomination form setting out the reasons why your nominee deserves this honour. Reasons given may include (but are not limited to) the activity of achievement being recognized, the specific nature of the nominee's participation in the activity or groups, national or international awards or prizes, and the effect the nominee's activities have had on the Edmonton community.

Step 3

Prepare or collect:

- A biography or a curriculum vitae/resume no longer than 4 pages
- **Three** letters (one of nomination and two support), in addition to the nomination form: one of these letters should be from the person who filled out the nomination form and two of these should be from a credible individual or organization in the category (Arts & Culture, Community Service, Sports) in which the individual or group is nominated. The letters should come from persons who know the nominee's accomplishments well.
- For Community Service in particular, the letters of nomination and support should point to the nominee's specific contributions in the area of the award. Ideally, they would refer to specific accomplishments, indicating how they demonstrate the nominee's qualifications for the award. One of the letters should include, for example, a summary of community and/or volunteer involvement in each organization (i.e. just a volunteer once a year, or a project leader or executive), and length of involvement in each organization.
- If a person in any of the categories is being nominated for an award in the area of their primary work, information must be included which clearly separates a person's paid work from that exemplary or exceptional work for which the person is being recognized.
- Each of the letters of nomination/support should be no longer than 3 pages in length.
- The letters may refer to materials or websites identifying the accomplishments or records of service (newspaper articles, other documents, URLs). Hard copies of these will NOT be accepted as part of the nomination package by the Council and Committees.

Step 4

Ensure you have enclosed all the items in Steps 2, and 3, above. Your nomination will not be processed without this information.

Step 5

Send the completed nomination forms:

Mail: Salute to Excellence
Edmonton Tower
18th Floor, 10111-104 Ave, NW
PO Box 2359
Edmonton, AB T5J 0J4

Email: salutetoexcellence@edmonton.ca

In person: Salute to Excellence
Edmonton Tower – 2nd Floor
Edmonton Service Centre Mail
Edmonton, AB

If you have any questions; please call Donna Bradley-Bobey at 780-496-7380 or
donna.bradley-bobey@edmonton.ca

Note: The nomination package you submit will be reproduced many times for the Salute to Excellence Awards Council and its Standing Committees. **Please ensure that the form is complete and accurate and that the printing is legible.**

DEADLINE FOR NOMINATIONS: February 16 , 2020