

TENNESSEE ASSOCIATION OF MUSEUMS

Awards of Excellence

Submission Deadline: January 30, 2015

The purpose of the TAM awards program is to recognize, encourage, and promote excellence within the activities of the Tennessee museum community and organizations in related fields of interest. We will, through these awards, focus public attention on the outstanding programs, projects, and services offered by Tennessee museums.

Awards of Excellence will be given as defined and indicated on the nomination form for an *outstanding* accomplishment by an institution or organization in Tennessee whose primary purpose includes preservation and/or interpretation in one or more of the following areas: natural history, cultural history, folklore, art or science. Nominated projects must relate to the nominee's mission.

General Guidelines

- Only members of the Tennessee Association of Museums are eligible to receive TAM awards. (Institutional members must have current institutional status to receive an award.)
- Each nominated project must have been completed in the calendar year for which the award will be given. Long-term exhibitions must have opened in that calendar year (in this case, 2014).
- Mail a \$15 entry fee for *each nomination* to your representative. Checks or money orders should be made payable to TAM.
- One Award of Excellence may be awarded in each of the three size classes for each award category. A Certificate of Commendation may be made in each of the three size classes for each award category. Judges reserve the right to grant no awards or to grant more awards in case of a tie.
- Institutions may nominate themselves or be nominated by other organizations, individuals, or businesses. Individuals may be nominated only by TAM member institutions.
- Each nomination may be made in only one category or sub-category. (For example, an educational event may be nominated in either the "Educational Programming" category or the "Special Events" category, but not in both categories.) The nomination should represent an extraordinary achievement, as opposed to an ongoing program or normal operating situation. Eligible projects are not limited to the examples given.
- Fill out the nomination form completely, **without modifying the form**. Include as much information as possible on the form. A description of the nominated program or project must be included on the nomination form, even though support materials are included.

Nomination Form and Submission Guidelines

Electronic Submission (preferred)

1. Download nomination form from TAM website.
2. Complete form and submit via email to the appropriate representative. (Representative list is on the TAM website.)
3. Supporting materials may be emailed with the nomination. Please limit supporting materials to 10-15 digital images. Additionally, two hard copies of supporting materials in a folder or 3-ring binder not to exceed 1.5 inches thick. If you include a CD, please limit the number of documents/images to 10-15.
4. Additionally, please include digital images of your institutional logo, a photo of your building, or other representative images for use in the PowerPoint presentation at the awards ceremony.
5. Submit via US mail to the appropriate representative.

Mail Submission

1. Download nomination form from TAM website.
2. Complete form.
3. Place original form and a hard copy of supporting materials in a 3-ring binder not to exceed 1.5 inches thick. If you include a CD, please limit the number of documents/images to 10-15.
4. Additionally, please include digital images of your institutional logo, a photo of your building, or other representative images for use in the PowerPoint presentation at the awards ceremony.
5. Submit via US mail to the appropriate representative.

Forms and support materials must be post marked by January 30, 2015. All support materials will be kept for the TAM archives.

DEFINITIONS

Institutional Size Classes

Museums and related organizations will be classified in one of five categories based on the size of their budget (this includes operating monies and salaries). Of primary importance to the judges will be the accomplishments relative to the resources available to the organization. Competition and awards will be within class size. The judges may re-classify an institution if its budget and/or part-time staff are significantly larger or smaller than those of other institutions in the same class.

1. **\$50,000 or less**
2. **\$50,000—\$200,000**
3. **\$200,000—\$500,00**
4. **\$500,000—\$1M**
5. **\$1M or more**

Categories

Awards may be made in each of the following categories in the five institutional size classes. Submission in the appropriate category is the responsibility of the nominator.

EXHIBITIONS

Permanent Exhibit: long-term exhibits installed for a minimum of 5 years

Temporary Exhibit: exhibits or displays produced for a given and limited period of time. Examples include original in-house exhibitions or traveling shows (created by the nominee) that go on tour to other locations. Also eligible are existing traveling shows (rentals) that are augmented by the nominee with additional research, artifacts, etc.; the nomination for a rented exhibit should emphasize the nominee's original contributions to the project.

Blockbuster: major temporary exhibitions of extraordinary and/or unusual size, expense, or lavish production that feature history, art, science, popular culture, etc. Digital photos, slides, or video (not to exceed 5 minutes in length) which indicate the scope and nature of the exhibition should be included with the nomination.

Traveling Exhibit: exhibit that was created by the nominee that tours to other locations.

PUBLICATIONS

Book and Catalogue (bound text with or without pictures)

Gallery Guide

Flat Paper (posters, invitations, brochures, etc)

Newsletter (a publication published more than once a year)

Annual Report (a publication distributed for the purpose of fundraising or financial report)

PR Kits (information packages including press releases, etc. to promote an event or exhibit)

Special or Novelty (t-shirts, street banners, coffee mugs, etc)

AUDIO-VISUAL

Audio Tour

Film/Documentary

Exhibit Component

EDUCATIONAL PROGRAMMING

Examples include a packaged program that involves an exhibition, interpretive events (historical dramatizations, living history programs, etc.), a lecture or film series, an outreach program to special audiences, teachers' manuals, children's workbooks, etc.

SPECIAL EVENTS

Examples include a one-time promotional or exhibit-related event, a one-time celebration of a local or wider event, holiday tours, conferences, concerts, etc. (An annual or recurring event may be nominated if the current year event was significantly different from previous ones; the nomination must explain why the current year event was a unique accomplishment.)

VOLUNTEERISM

Examples include individuals, corporations, organizations, volunteer groups, or programs that have provided outstanding volunteer support.

SPECIAL RECOGNITION

Examples include marketing or membership campaigns, fundraising or research projects, oral history projects, etc.

WEB PAGE

Promotional, educational, or membership information formatted for Web access.

New Award Category!

Emerging Museum Professional Award –

This award nomination cannot be done online. All nominations must be submitted to tnmuseums@gmail.com

This award recognizes exceptional promise and potential for emerging professionals in the museum field. The nominee will have demonstrated excellence and leadership in museum activities at his/her institution, as well as for the museum profession as a whole. The nominee must be currently employed by a TAM Institutional Member and must be working in the field for five years or less.

HOW TO NOMINATE: In one to two pages, please 1.) explain the impact that the emerging museum professional has made in his/her institution and on the audiences that he/she serves and 2.) give examples of leadership and stewardship that sets the nominee apart from other new professionals. Also, please attach two additional references and a current resume for the emerging professional. Email emerging professional award nominations to tnmuseums@gmail.com.

QUESTIONS? Contact Debbie Shaw at tnmuseums@gmail.com or Leah Walker at walker@tusculum.edu.

