

TENNESSEE ASSOCIATION OF MUSEUMS

Awards of Excellence

Submission Deadline: **January 20, 2017**

The purpose of the TAM Awards of Excellence 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 for an *outstanding and exemplary* accomplishment as defined in the guidelines 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, humanities, art or science.

Awards of Commendation will be given for nominations that don't meet the criteria defined for an Award of Excellence but still warrant recognition.

General Guidelines

- Only current members (institutional or individual) of the Tennessee Association of Museums in good standing are eligible to receive TAM Awards.
- Each nominated project must have **originated, occurred, and/or been completed** in 2016. Long-term exhibitions must have **opened** in 2016.
- A \$15 entry fee is required for **each nomination**. Institutions will be invoiced for the number of nominations and billed via email. Payment can be made via PayPal, or by check or money order made payable to TAM. **Payment deadline is March 1**. Entry fees not received may disqualify the nomination. Entry fees cover printing and supplemental costs associated with the awards.
- One or more Award of Excellence may be awarded in each size class for each award category. One or more Award of Commendation may be made in each size class for each award category. Judges reserve the right to grant no awards, or to grant more awards within each category.
- Institutions may nominate themselves or be nominated by other organizations, individuals, or businesses. Individuals may be nominated only by TAM member institutions.
- A 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.
- Only one nomination per institution per category is allowed. For example, one institution may not submit two nominations in the "Temporary Exhibition" category. If more than one nomination is received, one will be disqualified at the discretion of the judges.
- The nomination should represent an **extraordinary achievement**, as opposed to an ongoing program or normal operating situation.
- Fill out the nomination form completely, **without modifying the form**. Include as much detailed information as possible within the given word limits. A description of the nominated program or project must be included on the nomination form, even though support materials are included. **Photos are strongly encouraged.**

Judging

- **There are 5 criteria listed under Nomination Information. Each criterion is assigned a percentage of the total score. Committee members will rank each criterion on a 1-5 scale based on its description and associated supporting materials. The total will be averaged and a final number given for each nomination. Nominations ranking from 5 to 4.5 will receive an Award of Excellence. Nominations ranking from 4.49 to 3.5 will receive an Award of Commendation. Judges reserve the right to grant no awards in any given category or sub-category, or to grant more in the case of a tie.**

Nomination Form and Submission Guidelines

Electronic Submission (preferred)

1. Visit www.tnmuseums.org and locate the Awards Nomination Form
2. Complete form, add attachments (see below) and submit; form will then be sent to the appropriate representative. (Representative list is on the TAM website and at the bottom of the nomination form.)
3. Supporting materials may be attached and emailed with the nomination; these can include documents, photos, press clippings, links, etc. Please limit supporting materials to no more than 15 digital images and/or pdfs. **Photos are strongly encouraged.**
4. In addition, please also 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. These are in addition to the 15 supporting materials documents.
5. Nominations in the “Publications” category should have actual hard copies mailed or delivered to your representative for in-hand judging purposes. Contact your representative with any questions.

Mail Submission

1. Download nomination form from TAM website.
2. Complete form.
3. Submit original form, any hard copies of supporting materials, hard copies of any “Publications” nominated, and a CD or memory stick (non-returnable) of images to your representative. If you include a CD or memory stick, please limit the number of documents/images to no more than 15. **Photos are strongly encouraged.**
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. These are in addition to the 15 supporting materials documents.
5. Submit via US mail or deliver to your appropriate representative. Contact your representative with any questions.

A Note on Photos: Please keep in mind Awards Committee members may not have been to your institution and may not have seen or be familiar with your nomination. In order for us to fairly judge your nomination, we must be able to visualize what has taken place. Your pictures need to tell your story. Please ensure photos are large enough to be seen clearly.

Forms and support materials must be received by January 20, 2017.

INSTITUTIONAL SIZE CLASSIFICATIONS

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 / SUBCATEGORIES

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. Submissions may be disqualified if not in the correct category.

EXHIBITIONS – The exhibition must have opened in the calendar year for which the award will be given, in this case, 2016.

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

Temporary Exhibit: Original exhibits or displays produced in-house for a given and limited period of time. Also eligible are existing traveling shows (rentals) that are **significantly** augmented by the nominee with additional research, content, 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 created in-house that feature history, art, science, popular culture, etc. Digital photos, slides, or video (not to exceed 5 minutes in length) that indicate the scope and nature of the exhibition should be included with the nomination.

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

PUBLICATIONS – The nominated publication must have been produced or published in the calendar year for which the award will be given, in this case 2016. A significant portion of work on publications should have been done in-house vs by outside contractors (ie: text, layout, design, concept, proofing, etc.) Please note what was done internally vs what was done by outside contractors on designated space on the application. Hard copies of publications should be delivered / mailed to your area representative for judging purposes.

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 – items produced or commissioned by the organization or institution; mass-produced or bought-in products are not eligible

AUDIO-VISUAL – The nominated element must have been produced in the calendar year for which the award will be given, in this case 2016.

Audio Tour

Film/Documentary

Exhibit Component

WEBSITE – The nominated website must have either been created or reformatted, or had significant content added in the calendar year for which the award will be given, in this case 2016. A significant portion of work on the website should have been done in-house vs by an outside contractor (ie: text, content, layout, design, etc.) Please note what was done internally vs what was done by an outside contractor on designated space on the application. Nomination can be for all or a portion of the website.

EDUCATIONAL PROGRAMMING – The nominated program must have originated and occurred in the calendar year for which the award will be given, in this case 2016. 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. An annual or recurring program may be nominated if the current year’s program was significantly different from previous ones; the nomination must explain why the current year’s program was a unique accomplishment.

SPECIAL EVENTS – The nominated event must have originated and occurred in the calendar year for which the award will be given, in this case 2016. 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's event was significantly different from previous ones; the nomination must explain why the current year's event was a unique accomplishment.

VOLUNTEERISM – The nominated individuals or groups must have contributed significant support in the calendar year for which the award will be given, in this case 2016. Cumulative support as a volunteer will be taken into consideration, but the nomination must explain why the volunteer's contribution in 2016 is significant. Examples include individuals, corporations, organizations, volunteer groups, or programs that have provided outstanding volunteer support.

SPECIAL RECOGNITION – The nominated occurrence must have taken place in the calendar year for which the award will be given, in this case 2016. Examples include marketing or membership campaigns, fundraising or research projects, oral history projects, etc.

****EMERGING PROFESSIONALS AWARD**** – This board-voted award recognizes the emerging professionals that help cultivate success at your institution. Individuals should have less than 5 years of service in the museum field and should have distinguished themselves by showing exceptional promise and potential in the field. They must be currently employed by or working/interning for a TAM Institutional Member, or a graduate student in a history-related program. **Submit the nominee's information, place of employment, distinguishing factors, photo, and a letter of support to the TAM Coordinator at tnmuseums@gmail.com**