

**TENNESSEE ASSOCIATION OF MUSEUMS
AWARD OF EXCELLENCE NOMINATION FORM
Submission Deadline: December 15, 2022**

Please refer to nomination guidelines before completing and submitting your information.
Please print or type legibly. Incomplete nominations and modified forms will not be considered.

Title of Nomination (as it will appear on the certificate) _____

Name of Institution (as it will appear on the certificate) _____

Institution Address, City, Zip _____

Award Category (Please circle/mark one category per nomination form)

| | | | |
|---|--|--|---|
| <p>Exhibition Permanent Temporary Blockbuster Traveling</p> <p>Publication Book/Catalog Gallery Guide Flat Paper Newsletter PR Kits</p> | <p>Audio-Visual Audio Tours Film / Documentary Exhibit Component</p> <p>Digital Media Website Social Media Page Podcast Digital Collections Blog/ Video Blog / YouTube</p> | <p>Educational Programming School programming Public programming</p> <p>Special Event</p> <p>Special Recognition</p> <p>Special/Novelty Item</p> <p>Fundraising Campaigns</p> | <p>EMAILED NOMINATIONS: (Please fill out form UP TO "Nomination Information")</p> <p>Volunteerism Community Support Institutional Impact</p> <p>Emerging Museum Professional</p> |
|---|--|--|---|

Institutional Size Category (Please circle/mark one) 1 2 3 4 5 6

Fee Enclosed _____ **Invoice me** _____

Fee for EACH nomination is \$15. Total amount due by March 1.

Contact person (all official correspondence will be sent to this person):

Organization _____

Address _____

City _____ State _____ Zip _____

| |
|-----------------------|
| Phone _____ Ext _____ |
| Email _____ |

INSTITUTIONAL INFORMATION

Museum's focus (select ONE of the following):

- | | |
|---|---|
| <input type="checkbox"/> Aquarium | <input type="checkbox"/> Planetarium |
| <input type="checkbox"/> Historic House/Site | <input type="checkbox"/> General |
| <input type="checkbox"/> Science/Technology | <input type="checkbox"/> Nature Center |
| <input type="checkbox"/> Arboretum/Botanical Garden | <input type="checkbox"/> Children's/Youth |
| <input type="checkbox"/> History | <input type="checkbox"/> Natural History/Anthropology |
| <input type="checkbox"/> Zoo | <input type="checkbox"/> Art |
| <input type="checkbox"/> Other (specify)_____ | |

Year the museum was first opened to the public _____

Museum's operating budget for the last fiscal year (including salaries) _____

Number of full-time paid museum staff _____

Number of part-time paid museum staff _____

Number of unpaid museum staff (volunteers) _____

Museum's attendance for the most recently completed calendar year _____

NOMINATION INFORMATION

(More paper can be used if necessary while keeping within the designated word limits)

Please state the organization's mission/vision:

How does this nomination demonstrate compliance with the organization's mission/vision? (100 word limit – 10%)

Briefly describe the project nominated. (250 word limit – 10%)

Give examples of why this nomination is an outstanding accomplishment. (Tell us what you did and what happened. What were your goals, and how did you reach them? Explain motivation for the project, research & development, interpretive methods, etc.) (500 word limit , with as much detail as possible– 40%)

Describe the impact this project had on the community served and audiences reached. (Provide visitor data, user statistics, or other evaluation details. Include any press coverage.) (250 word limit – 30%)

Is there local or regional context for this nomination that will help the committee understand it better? (Ex: specific dates related to a regional event, terminology that is region specific, etc) (100 word limit - no percentage)

Summary: Why should this nomination receive an Award of Excellence? (100 word limit – no percentage)

ADDITIONAL INFORMATION:

Date(s) of Exhibit / Program / Event _____

Was the exhibit, program, event, etc., free to the public or was there an admission price? What was the admission price if applicable?

Attendance _____

| | | | |
|---|-------|-----------------|-------|
| Number of paid staff utilized on this project | _____ | Number of hours | _____ |
| Number of volunteers utilized on this project | _____ | Number of hours | _____ |

Was this a joint project? If so, who originated the project? List the names of the other participant(s), and give a name, email, address, and telephone number of a contact person. (10% for all of the above plus budget)

Additional Questions for Publications, Audio/Visual, and Digital Media ONLY:

What portion of the project work was done in-house (*layout, design, content, proofing, etc*)?

What portion of the project work was done by an outside contractor (*layout, design, printing, etc. Provide name(s) of who contributed*)?

PROJECT BUDGET

Please categorize and list funding sources for the nominated project below, noting the type of funding with each amount. The information in italics provides examples.

Organization Expenditures (*ex: Operating budget, *staff time, staff supplies - \$3,000*)

**NOTE – be sure to include things like research time, installation time, travel time, etc.*

External Sources (*ex: Private donation, loaned goods - \$2,500*)

In-Kind Services (*ex: Volunteered time, donated goods or services - \$500*)

Other (*ex: grants [include the name(s) of granting organization(s)], other funding sources - \$10,000*)

Total project budget: _____

REMINDER: Entry fees if not received with nomination, you will be invoiced via email. Payment is due by March 1. Payment not received by March 1 will be subject to a late fee of \$15, and may disqualify the nomination.

Supporting materials can be digitally attached to the form or submitted via flash drive (non-returnable.) Please limit supporting digital attachments to no more than 15 images (25 for Blockbuster Exhibits.) Also include digital images of your institution logo, building, and other identifying factors for the ceremony (not part of the 15 image limit.)

If you are mailing in your nomination form and supporting materials, or physical copies of any publications nominated, your Awards Committee area representative should receive the materials no later than December 15, 2022. ****THERE WILL BE NO DEADLINE EXTENSION****