

**TENNESSEE ASSOCIATION OF MUSEUMS
AWARD OF EXCELLENCE NOMINATION FORM**
Submission Deadline: December 15, 2023; NO Deadline Extensions

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.

QUESTIONS??? Contact your area representative!!

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

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

Institution Address, City, Zip AND County

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

<p>Exhibition Permanent Temporary Blockbuster Traveling</p> <p>Publication Book/Catalog Gallery Guide Papers, Periodicals and Posters</p>	<p>Audio-Visual Audio Tours Film / Documentary Exhibit Component</p> <p>Digital Media Website Social Media Page/Campaign Podcast Digital Collections Blog/ Video Blog / YouTube Series</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 the form UP TO "Nomination Information" for the following categories:)</p> <p>Volunteerism</p> <p>Community Support</p> <p>Institutional Impact</p> <p>Emerging Museum Professional</p>
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Institutional Size Category (Circle one) 1 (\$50,000 or less) 2 (\$50,000-\$200,000)
3 (\$200,000 - \$500,000) 4 (\$500,000-\$1M) 5 (\$1M - \$5M) 6 (\$5M or more)

Fee for EACH nomination is \$15. Invoices will be sent after the submission deadline and are due by March 1. Send invoice to (Name, email):

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 was done and what happened. (125 word limit per bullet point, 10% each bullet point / 40% total)

- *What were the goals and motivation for this nomination?*
- *Describe the research involved and resources used*
- *What challenges or obstacles did this nomination overcome, and how?*
- *What else makes this an outstanding accomplishment?*

Describe the impact this project had on the community served and audiences reached. (100 word limit per bullet point, 10% each bullet point / 30% total)

- ***Visitor statistics – how many visitors were in attendance, what were the visitor demographics***

- ***Evaluation data – Did the organization conduct surveys and collect responses? What feedback was recorded and / or received (including social media comments, comment cards)?***

- ***Impact – How did this project impact the nominee’s visitors and/or community? Share a story of how it made a difference***

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 (no percentage)

Date(s) of Exhibit / Program / Event

What was the admission price if applicable?

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, list the names and emails of the other participant(s) or contact person

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

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

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

PROJECT BUDGET (10%)

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: _____
ENTRY FEES will be invoiced via email after the submission deadline. Payment is due by March 1. Payment not received by March 1 may disqualify the nomination.

SUPPORTING MATERIALS can be digitally attached to the form or submitted via flash drive (non-returnable.)

- Digital images/ docs / pdfs – up to 10; up to 20 for Blockbuster Exhibit
- Digital images of building and institutional logo
- Digital press coverage links or PDFs – up to 5

Mail to TAM, PO Box 330984, Nashville TN, 37203. All materials should be received no later than December 15, 2023.

QUESTIONS???? Contact your area representative with any questions!!