



WEA ARTS LEADERSHIP AWARDS Nomination Checklist

Please include the following documents in your nomination package, in the order listed:

- Nomination Form.** Completed, signed and dated.
- Nominator's Statement.**
 - Number of copies: Three (3).
 - Length: 500 words or less.
 - Formatting: Double spaced, standard margins, 12-point type.
 - Description: This essay should give the jury an idea of who you are. It might include the following:
 - Your personal and professional background;
 - Your relationship (if any) with the nominee; and
 - The length of time you have known and/or followed the career of nominee.
- Nominee's Record of Achievement.**
 - Number of copies: Three (3).
 - Length: 500 words or less.
 - Formatting: Double spaced, standard margins, 12-point type.
 - Description: This essay should highlight the special qualities that make your nominee worthy of receiving a WEA Arts Leadership Award. It might include the following:
 - The nominee's history and background;
 - The nominee's connection to Windsor and Essex County;
 - A description of the nominee's achievements; and
 - An explanation as to why these achievements make the nominee the best candidate for the Leadership Award.
- One (1) Letter of Reference.** Signed and dated.
 - Description: This letter, written by one person other than you, should attest to the nominee's merits and achievements.

After you assemble and order the documents listed above, please double-check that your Nomination Form is signed and dated. Then send the package by post to this address:

WEA, Awards Nomination Committee,
P.O. Box 7024, Windsor, ON N9C 3Y6

OR

Drop off your Nomination Package in person to The Arts Council Windsor & Region (ACWR)
1942 Wyandotte St. E, Windsor, between 1pm to 5pm, Tuesday - Friday