



WEA ART LEADERSHIP AWARD NOMINATION CHECKLIST

Please have the following prepared before uploading your nomination submission:

- **Nominee and Nominator's Contact Information**
- **Nominator's Statement:** 500 words or less
Tell the jurors who you are and how you know the nominee.
It might include:
 - A description of your personal and professional background.
 - Your relationship (if any) with the nominee.
 - The length of time you have known and/or followed the career of the nominee.
- **Nominee's Record of Achievement:** 500 words or less
Tell the jurors the special qualities that make your nominee worthy of receiving a WEA Arts Leadership Award. It might include:
 - 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
Provide a letter written by someone other than you, the nominator, that can attest to the nominee's merits and achievements.
Format: PDF
- **Supporting Documents**
You may choose to submit supporting documents that demonstrate the nominee's achievements. If so please submit the next two (2) list items:

1) Image or Works List

Provide a list of submitted images, samples or documentation of work. Each line should include an explanatory title, the source, the date of completion or publication, and the medium. (i.e. *Photograph of Youth Craft Fair. June 1, 2019. 01.craft_fair.2019.jpg*)

2) Images, Samples, or Documentation of Recent Work

A portfolio of work is required. A link will be provided to *WeTransfer.com* to upload all images and documentation for the jurors to review. The following restrictions apply:

- **Still Images** – No more than ten (10) images may be submitted in total. All images should be in .JPEG format.
- **Video or Audio Clips** – no more than two (2) video clips or audio tracks may be submitted. The length may not exceed three (3) minutes. All video and audio submissions must be works that were filmed or recorded by the applicant, except in the case of performing artists, who may submit a promotional or gallery-produced video.
- **Additional Supporting Documents** – no more than five (5) scanned pages in PDF format of relevant newspaper clippings, reviews, or related documents that support the impact of the nominee's work on the local community.