



WEA ART LEADERSHIP AWARD NOMINATION CHECKLIST

Please have the following prepared before uploading your nomination submission:

FOR ONLINE NOMINATION FORM

- **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:** 700 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.

ZIP FILE MATERIALS - SECTION 1: Supporting Material

After submitting your online nomination form, you will be asked to upload a ZIP file for transfer to WEA via the website *WeTransfer.com*. This ZIP file will contain the three (3) documents listed below and a subfolder labelled “Portfolio” with images, articles, and samples of the nominee’s work.

Step 1: Create a folder on your desktop and label it with the nominee’s last name e.g. “JONES” or abbreviated name of organization/business e.g. “ACT” (Arts Collective Theatre).

Step 2: Assemble the following documents in PDF for your folder:

1. **One (1) Letter of Support:** 500 words or less
Provide a letter written by someone other than you, the nominator, that can attest to the nominee’s merits and achievements.
Format: Letter, signed and dated, PDF titled “Letter of Support”
2. **Image or Works List:** *Optional*
Provide a bullet-point list of all images, samples or documentation of recent work included in your nominee’s **Portfolio** subfolder (see Section 2). Each line should include an explanatory title, the source, the date of completion or publication, and the medium.
Format: Bullet Points, PDF titled “Image or Works List”

➤ Need help writing an Image or Works List? View this [sample template](#)

ZIP FILE MATERIALS - SECTION 2: Portfolio of Work

Step 1: In your desktop folder (e.g. JONES) create a subfolder titled “Portfolio”.

A **Portfolio of Work** is required for the jurors to review. In your subfolder, include images, samples or documentation of recent work. 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. All video and audio submissions must be works that were filmed, recorded, or directed by the nominee, except in the case of performing artists, who may submit a promotional or gallery-produced video. Provide links to the video or audio using YouTube or Vimeo.
- **Writing Samples** – no more than three (3) typed single-spaced pages or 1500 words may be submitted in total. All written submissions should be written by the nominee. Samples may include poetry, short stories, chapter of a novel, script, screenplay etc. All documents should be in PDF format.
- **Additional Supporting Documents** – no more than five (5) supporting documents may be submitted. Samples may include news articles, reviews, or related documents that support the impact of the nominee’s work on the local community. All documents should be in PDF format.

Step 2: When your folder is ready (see image), ZIP/compress it for easier upload.

➤ Need help? Search “How to zip a folder” on a browser.

