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**2024 Tourism Excellence Awards**

**Nomination Preparation Document**

The purpose of this document is to help prepare your Tourism Excellence Awards nomination prior to submitting with the form. *Good luck!*

**Deadline for Submissions: Friday, February 2nd at 11:59 PM E.T.**

**Please prepare:**

* I. Nominator information:
	+ Name, email, phone number, organization, organization address
	+ If you are nominating work done for a client, please identify the Agency as the Nominator
* II. Nominee information:
	+ Nominated program/project/person, nominee organization, organization address, website (if applicable)
	+ Key contact person name, email, and phone number
	+ If you are nominating work done for a client, please identify the Client as the Nominee
* [Awards Category/Subcategory](https://www.nystia.org/storage/files/7549171/2024%20TEA%20Category%20Descriptions.pdf)
* **If you are nominating a program/project:**
	+ Budget of nominated organization (over or under $500,000)
	+ Ensure that the program/project references activity and outcomes that occurred between June 1, 2022 and December 31, 2023

**Summary description of nominated program, project, or person:** *In 2-3 sentences, please provide an overview of the program, project or person you are nominating.*

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**Why does the program / project / person merit a Tourism Excellence Award?**

*Please explain what makes this program/project/person unique and exceptional. Include specific details such as challenges overcome, areas of impact, key elements of development, funding sources, future plans, lessons learned, etc. (500 word maximum)*

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**For Program/Projects ONLY: How does the program/project meet the award category description and requirements, especially in the key areas of ideas or objectives, strategies, tactics, and results?** *500 word maximum. If you are nominating an individual, please type N/A.*

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**For programs/projects ONLY: Please list key participants in the project, including public agencies, local businesses, tourism promotional agencies and community groups.** *500 word maximum. If you are nominating a program/project, please type N/A.*

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**For individual nominees: Provide anecdotes, examples of work activity, testimonials, and any other qualitative or quantitative results to demonstrate innovation or inspirational leadership.** *500 word maximum. If you are nominating a program/project, please type N/A.*

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**III. Supporting documentation:**

If applicable, you may provide materials\* to support your nomination.

\*Please ensure that your file(s) is/are **5 MB max** before uploading or you may risk losing your work. If your supporting documentation exceeds 5 MB, you may provide a **file-sharing link** (WeTransfer, Dropbox, Google Drive etc.).