

# Award Nomination Checklist

Nominations must be typed in a word document. All evaluation/selection criteria must be specifically addressed. A complete electronic nomination package will also include, in the following order:

- A single cover page stating:
  - Award for which the nomination is being made
  - Nominee's full name, title, business addresses, telephone number and e-mail.
  - Nominator's name, title, business address and telephone number and e-mail.
  - Explain type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.),
  - A one-paragraph description of the nominee's business.
- An original 8" x 10" or 5" x 7" digital photo of the nominee and up to six additional photos of the nominee's company and employees at work. (Action shots are best).
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed one page.
- A brief biography of the nominee, not to exceed one page.
- A business profile, not to exceed one page.
- Three Year Financial Summary:
  - Total Sales
  - Net Profit
  - Total Assets
  - Total Liabilities
  - Net Worth

Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed five pages. Short video clips can be submitted.

[A completed SBA Form 2137 Award Nomination Consent Form  
\(http://www.sba.gov/content/small-business-week-consent-disclosure-information\)](http://www.sba.gov/content/small-business-week-consent-disclosure-information)

[A completed SBA Form 3300, Award Nomination Form  
\(http://www.sba.gov/content/award-nomination-form\)](http://www.sba.gov/content/award-nomination-form)