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**2025 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!*

**Please prepare:**

* I. Nominator information:
  + If you are nominating work done for a client, please identify the Agency as the Nominator
  + Your name, email, phone number, organization, organization address
* II. Nominee information:
  + If you are nominating work done for a client, please identify the Client as the Nominee
  + Nominated program/project/person, nominee organization, organization address, website (if applicable)
  + Key contact person of nominated organization: name, email, and phone number
* [Awards Category/Subcategory](https://www.nystia.org/storage/files/9119431/2025%20TEA%20Category%20Descriptions.docx-2.pdf)
* **If you are nominating a program/project:** 
  + Total annual operating budget of nominated organization (over or under $500,000)
  + Ensure that the program/project references activity and outcomes that occurred between June 1, 2023 and December 31, 2024

**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:**

We recommend that you supply 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.).