



WEA Leadership Awards Checklist

A complete nomination package will include all of the following:

- Nomination Checklist - completed, signed and dated
- Nomination Form - completed, signed and dated
- Nominator Summary (no more than 500 words - single spaced, 12 point sans serif type - i.e.: Arial)
Discuss the following:
 - The length of time you have known the nominee;
 - Why the nominee is a worthy candidate;
 - How the nominee fulfills the WEA Arts Leadership eligibility criteria as described in Section 2.

Please provide 4 copies.

- Statement of Achievement (no more than 500 words - single spaced, 12 point sans serif type - i.e.: Arial)
Discuss the following:
 - The background and/or history of the nominee;
 - A detailed description of the nominee's achievements.

Please provide 4 copies.

- Testimonial Letters
Provide signed, dated testimonial letters from two people other than the nominator, enclosed with the nomination package or sent directly to:

Windsor Endowment for the Arts,
Awards Nomination Committee,
P. O. Box 7024, Windsor, Ontario N9C 3Y6

Testimonial Letter #1 Written By: _____

sent directly or enclosed

Testimonial Letter #2 Written By: _____

sent directly or enclosed

Name of Nominee _____

Name of Nominator _____

Date _____