



VANGUARD MUSIC AND PERFORMING ARTS HALL OF FAME

NOMINATION APPLICATION INSTRUCTIONS

The Hall of Fame Committee (HOFC) would like to thank you for taking the first step in becoming a participant in the VMAPA Hall of Fame (HOF) nomination process. As a Nominator, you play the most important role in this process, because without your willingness to complete this application, the individual, or couple, you are preparing to nominate, may never be considered for this honor. The HOFC is a resource for you, and should be contacted in the event you have questions regarding the selection of your nominee, the application form or the nomination process.

BEFORE YOU BEGIN

1. **Preview** the application form to learn what information is required.
2. **Discuss** the application with your nominee.
 - A. Provide accurate information regarding their years of association with VMAPA, their areas of involvement within the organization and their achievements, contributions and accomplishments.
 - B. Provide context for why they should be inducted. Family, and other Alumni, can assist with Legacy nominees.
 - C. The Screening and Selection Committee (SASC) evaluates nominations solely on the information you submit. You should assume that your application will be the first time the reviewer is learning about your nominee. Who better to advocate for your nominee than your nominee?
3. **Select** 3 individuals to write a letter of support that can effectively advocate your nominee's contributions and achievements.
 - A. Ideally, each individual should write about a different aspect of your nominee.
 - B. If your nominee is a couple, each letter should include both individuals.
 - C. Make sure the individuals you selected have not written more than 2 letters of support for the current year.
 - D. Individuals you select may NOT be on the Hall of Fame Committee or the Screening and Selection Committee, but any other HOF member could be among your selection. (See SCV website, HOF page for names of the committee members).
 - E. Letters of support must not exceed 2 single-sided pages of 8 ½" x 11" paper, may be single or double-spaced, and with all margins no smaller than 1", preferred fonts are Helvetica, Calibri or Arial, regular style, size 11. All letters must be signed (digital signatures accepted) to attest to the validity of the information provided.
 - F. You must have all 3 letters in pdf format to upload when completing the application form.

Submit your completed nomination which includes the form and 3 letters of support.

- A. Form allows you to input information in stages as long as you remember to select the “save and continue later” link at the bottom of the form.
- B. You have until February 15th to submit your nomination submission.
- C. Once you have completed the application, hit “Submit” to send it. A complete confirmation copy will be emailed within minutes.
- D. Please retain a copy of your submission.

WHAT HAPPENS NEXT

1. **Review** by Hall of Fame Committee. The HOFC will review your submission to ensure that your nominee meets the requirements of the category selected and includes 3 letters of support. An incomplete submittal will be returned.
2. **Confirmation** email will be sent stating your submittal is complete and will be sent to the SASC for consideration.
3. **Nomination Submission** will be considered for 3 years. If your submission is not selected for the ballot, or selected for the ballot but not inducted, your submission will automatically be resubmitted.
4. **For More Information** on the HOF nomination, selection, screening and voting processes, reference the Hall of Fame Guidelines and Rules posted in the HOF section of the VMAPA website - scvanguard.org/hall-of-fame.

REMEMBER, IT BEGINS WITH YOU! Nominators play a critical role in the nominating process.

Questions? Please contact: Hall of Fame Committee at the following email: hof@scvanguard.org