

### STEP 1: NOMINATE

Deadline: 4:30 p.m. on January 25, 2021

You are entitled to nominate any member business, including your own. Please click [here](#) to complete a nomination form. Submission guidelines and a full list of awards are included below.

### STEP 2: AWARD APPLICATION

**Deadline: 4:30 p.m. on Wednesday, February 4, 2021**

Upon the receipt of your nomination, The Chamber will notify nominees via email. Nominees will be asked to complete an award application. As this information is used by the judging panel, members nominated in more than one category must tailor their submissions to the specific award categories. **Generic submissions for more than one category are unlikely to be successful.**

The award application requires completion of the following items, which will be used by the judging panel to determine award winners.

- (a) Business Profile  
Include a short biography of your business to provide background information for the judging panel.
- (b) Statement of Nomination  
Indicate how you / your business meet the criteria for the award for which you have been nominated. Each award has different criteria, which are outlined in the list below. Please also include other noteworthy contributions and accomplishments.
- (c) Letters of Support  
Nominees may provide a maximum of three letters in direct support of their nomination.
- (d) Include a copy of business license or license number.
- (e) Include your WorkSafe number.

N.B. When in doubt about which details to include, remember that when faced with applications that equally satisfy the criteria, judges will ask, “Why should this business win an award **this** year?” Highlight your business’ most recent accomplishments in your application.

### **STEP 3: JUDGING & NOTIFICATION**

All complete submissions received by the deadline date (Wednesday February 4, 2021) will be forwarded to a judging panel comprised of diverse business leaders from the community. Representatives from a nominated business cannot sit on the judging panel. As a group, the panel will narrow the nominations to two finalists. At this point, a sealed ballot is received from each panel member to determine the winner. The results are not subject to appeal.

With two finalists determined, notification will be sent to all nominees as soon as possible, advising them of their status. Finalists will be asked to provide a copy of their company logo in either a .jpg or .eps format. Finalists will be contacted by film crews to film their business for promotional purposes, as well as for video presented during the awards night.

Please note: The Lifetime Achievement award is voted and judged upon by the Board of Governors and Chamber Board and the Chamber Member of the Year voted and judged by the Chamber Board.

### **SUBMISSION GUIDELINES**

1. You are entitled to nominate any business, including your own. You are encouraged to nominate yourself for an award. **We suggest nominating in no more than 2 categories.**
2. You do not have to be a Chamber member to be nominated, however, if you are selected as a finalist you must be a Chamber member, or join The Chamber, in order to qualify for the award.
3. 2020 winners (in any category) must take a year off, and are not eligible for nomination in 2021. Finalists from 2020 are free to re-submit nominations for 2021.
4. Finalists may receive only one award. If a business/person is a finalist for more than one award, the submission will stand for the award where the judging panel deems the business/person is strongest.
5. Award applications must be for one business only. Group applications are not eligible.

6. A separate award application must be submitted for each award for which the nominee is to be considered.
7. The Chamber may request further information based on your submission.
8. The Greater Victoria Chamber of Commerce reserves the right to limit the number of selected nominees, and/or withhold an award in any category.
9. Award applications will not be returned. Please do not include materials that you would like returned.
10. Tapes, videos or other additional information will not be accepted.
11. Staff, immediate family and current board members are not eligible to be nominated for any award other than for the Chamber Member of the Year award.