

	<b>OFFICE USE ONLY</b>  <b>Received</b> <b>Acknowledged</b> <b>Name</b> <b>Reference</b> <b>Decision</b>
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**ARTS WAIKATO COMMUNITY SERVICE TO THE ARTS AWARDS 2009  
NOMINATION FORM**

**Nominations close** 4.30pm, Friday 27<sup>th</sup> March 2009  
**Address** 154 Galloway Street, Hamilton East  
**Telephone** 07 856 9731  
**Fax** 07 856 9734  
**Email** awinfo@artswaikato.org.nz

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**NOMINEE DETAILS**

**PLEASE FILL IN ALL SECTIONS IN CLEAR PRINTING**

We wish to nominate

**Name of person being nominated** Ms/Mrs/Miss/Mr/..... First name .....

Last name .....

**Occupation (if retired, please state previous occupation)** .....

**Name of organisation(s) in which nominee is involved** .....

**Position(s) held by nominee** .....

**Postal address** (including suburb and city/town) .....

**Street address** (including suburb and city/town) .....

**Contact details** Daytime telephone..... Evening telephone.....

Mobile .....Email.....

**Summary of nominee's contribution to community arts in the Waikato region** (Please be specific, providing such details as year)

**Project/activity/event undertaken by nominee**

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**Contribution made by the nominee to the project/activity/event**

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**Details of amount of time the person has spent on the project/activity/event**

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**Details of nominee's special resources/skills**

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**Benefits to the community and to groups of people through the work of the nominee**

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**List of attachments of relevant documentation in support of this nomination**

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**DETAILS OF THOSE SUBMITTING A NOMINATION – MUST BE SIGNED BY TWO PEOPLE**

**PLEASE FILL IN ALL SECTIONS IN CLEAR PRINTING**

**Name of person making the nomination**

Mr/Ms/Mrs/Miss ..... First name.....

Last name .....

**Occupation** .....

**Postal address** (including suburb and city/town) .....

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**Street address** (including suburb and city/town) .....

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**Contact details** Daytime telephone..... Evening telephone.....

Mobile ..... Email.....

**Name of person supporting the nomination**

Mr/Ms/Mrs/Miss ..... First name.....

Last name.....

**Occupation** .....

**Postal address** (including suburb and city/town) .....

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**Street address** (including suburb and city/town) .....

.....

**Contact details** Daytime telephone..... Evening telephone.....

Mobile ..... Email.....

**Thank you for your submission.**

**Please send the signed and completed forms to** Office Manager, Arts Waikato, 154 Galloway Street, Hamilton East, by 4.30pm, Friday 27th March 2009.

## **INFORMATION FOR THOSE MAKING A NOMINATION**

### **Background**

Arts Waikato launches its inaugural Community Service to the Arts Awards this year and invites nominations for prospective recipients. The Awards were established to provide public recognition to those who have provided exceptional leadership, promotion and development of the arts in the Waikato region. The Awards are aimed at those who have carried out predominantly voluntary work to enhance the arts at the community level. The Awards will be presented at Arts Waikato's annual Scholarship Awards Evening on 15 May, 2009.

It is suggested that nominees are not informed of their nomination, to avoid embarrassment or disappointment.

Nominations close on 4.30pm, Friday 27th March 2009. They may be emailed to [awinfo@artswaikato.org.nz](mailto:awinfo@artswaikato.org.nz) or posted to 154 Galloway Street, Hamilton East. For further information, please contact Robyn Couchman, Office Manager, telephone 07 856 9731.

### **The qualifying criteria are:**

- Recipients must have given exceptional service to the arts in roles such as leading, teaching, promoting and developing the arts at the community level in the Waikato region.
- No restriction is placed on the length of service.
- Nominations must be signed by two people.
- Up to five awards are to be made this year, the number to be decided by the selection panel on receipt of the nominations.
- The selection panel is comprised of Arts Waikato trustees and staff.
- The decision of the selection panel is final and no correspondence will be entered into.
- Nominations which are unsuccessful in any one year may be resubmitted in subsequent years.
- Nominations made in previous years are not automatically carried forward, and fresh nominations should be made.

### **Making a nomination:**

- Please download the nomination form from the Arts Waikato website, [www.artswaikato.org.nz](http://www.artswaikato.org.nz)
- Provide as much relevant information about the nominee's service to community arts in the Waikato region as possible. The nomination may be supported by newspaper clippings, programme notes, copies of records from minutes and so on.
- It is suggested that nominees are not informed of their nomination, to avoid embarrassment or disappointment.
- Return the signed and completed form and supporting material to Robyn Couchman, Office Manager, Arts Waikato, 154 Galloway Street, Hamilton East before 4.30pm, Friday 27th March 2009.
- Those who have nominated Arts Waikato Community Service to the Arts awards recipients will be contacted to discuss arrangements for having the successful nominee attend Arts Waikato's annual Scholarship Awards evening on 15 May, 2009.

### **Privacy Act 1993**

Arts Waikato requires the above personal details for the purpose of ascertaining who should be awarded recognition for their contribution to community arts in the Waikato region. All personal information will be destroyed once the awards have been finalised. Nominees have the right to access and check any details supplied about them.