

## Small Business Person of the Year Nomination Checklist

- I.** \_\_\_\_ A single cover page with:
1. \_\_\_\_ the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
  2. \_\_\_\_ the award for which the nomination is being made
  3. \_\_\_\_ the nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
  4. \_\_\_\_ type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.)
  5. \_\_\_\_ a one-paragraph description of the nominee's business
- II.** \_\_\_\_ A completed SBA Form 3300 Award Nomination Form. For "team" nominations for Small Business Person of the Year, a form is required for each team member.
- III.** \_\_\_\_ Photographs:
1. \_\_\_\_ an original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi or ppi; photocopies are not acceptable.
  2. \_\_\_\_ four to five additional photos of the nominee's company and employees at work.
- IV.** \_\_\_\_ A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- V.** \_\_\_\_ A brief biography of the nominee, not to exceed one page.
- VI.** \_\_\_\_ A business profile, not to exceed one page.
- VII.** \_\_\_\_ The nominee's financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper.
- VIII.** \_\_\_\_ Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
- IX.** \_\_\_\_ A completed SBA Form 2137 Award Nomination Consent Form
- X.** \_\_\_\_ A completed SBA Form 1926 Success Story Form only if the nominee has received SBA assistance.