



PRESERVATION ALLIANCE  
*for greater philadelphia*

# 2024 Preservation Achievement Awards Nomination Guide

## Special Recognition Award Nomination Form Overview

Nomination Date Deadline: Friday, February 2, 2024 at 11:59 pm

Note: You may start the nomination form and return at a later time using the same computer and browser. There is no expiration time as long as browsing history and cookies are not deleted. This will not work for incognito windows. Once submitted, you will receive a confirmation email along with a link to make edits if needed. Edits are accepted up to the February 2 2024 deadline.

**Special Recognition Awards** are presented to individuals and organizations whose extraordinary accomplishments in preservation contribute to the region's unique character and sense of place. The Preservation Alliance Board of Directors selects the winners.

### Part 1: Contact Information

**Nominator** Contact Information: The **Nominator** is you who is filling out this nomination form. The **nominator** will be the point of contact for the award winner announcements. **Fill in your name, phone, email, address, and your relationship to the nominee.**

### Part 2: Nominee Basic Information

For what award is this individual, company, or organization being nominated? Possible categories:

- James Biddle Award *for Lifetime Achievement*
- Public Service Award *for Preservation in the Public Interest*
- Rhoda and Permar Richards Award *for Service to the Preservation Alliance*
- John Andrew Gallery Community Action Award *for Achievement by Community Organizations*
- Preservation Education Award *for public advancement of preservation knowledge*
- Special Anniversary Award

You can also mark “not sure” if there is no clear category for your nominee.

Is the nominee a person or organization?

If the **Nominee** is a person, fill out their contact information including their name, email, phone, address, organization/company affiliation, and any relevant websites/LinkedIn.

If the **Nominee** is an organization, fill out their organization/company name, address, organization/company contact, title, email, phone, and website.

### Part 3: Nomination Narrative

Please describe why the **nominee** deserves an award and its contribution to the field. There is no minimum requirement for this field. Please write as much as needed to support your nominee. Be sure to include relevant background history, achievements, recognitions, and impact.

## Part 4: Photo and Media Materials

Please upload photographs, videos, and other visual material, such as drawings or maps, that will assist the Jury in fully understanding the scope and impact of the project.

Images must be submitted in one of the following formats: **.jpg, .pdf, or .tif**. There should only be one image per file; **no collages** will be accepted.

- **A minimum of 4 images** is required. **Up to 10 files** may be uploaded. If the you are unable to provide any or only a limited number of photos at this time, the application will still be considered. However, it is the nominator's and nominee's obligation to provide photos by Friday, March 15, 2024.
- Submissions should include a headshot and photos of the nominee "in action." Also include any images representative of the nominee's building projects (past and present), organization (if applicable), and photos indicative of the nominee's identity and/or contribution. For example, a nomination for a museum director should feature a photo of the museum.
- A nomination for a community grassroots effort should include photos of members of the community in action as well as before and after shots of the neighborhood.
- Images should be high resolution (at least 300 dpi and at least 6" high); file size should not exceed 10MB.
- Please make sure photographs are free of watermarks, identifying text, and photo credits. In most cases, photo credits will not be listed. Please make sure that you have full usage rights to any image you submit.\*

When naming the files please include the **nominee's name, the number of the photo, and a brief description.**

Examples:

- nominee\_name\_photo1\_headshot
- nominee\_name\_photo2\_organizationlogo
- nominee\_name\_photo3\_familydayatthemuseum

*\*Please note: The Preservation Alliance retains the right to exhibit, use, and/or publish the project narratives— in whole or in part— and any and all digital materials submitted, including photographs and videos, in furthering preservation and educational goals. By submitting material to the Preservation Alliance, the submitting party represents and confirms that it has copyright ownership or express permission to submit the material, that the submitting party grants the Alliance a royalty-free, perpetual, non-exclusive license to publicly display, distribute, reproduce the submitted materials in any media, and that the submitting party agrees to hold the Alliance harmless from and against all claims of any nature arising in connection with the submittal of materials.*

Once you complete the payment on the nomination form, you will receive a confirmation email.

Please contact Vinni Cheng at [vcheng@preservationalliance.com](mailto:vcheng@preservationalliance.com) with any questions about this nomination form.