



# AIA New York State

An Organization of The American Institute of Architects

## 2010 AIANYS Honor Awards – Nomination Guidelines

### Who May Nominate an Honor Award Candidate?

Members of the AIANYS Board of Directors or an AIANYS component may nominate eligible individuals per the AIANYS Award description.

**Please use this word document as a template for all awards.**

### Nominations

All nominations must be submitted in accordance with the guidelines below.

Each nomination shall contain the following information in the following order:

1. Sponsor's name, address, phone, fax, e-mail, component name.
2. A one-page nomination letter that summarizes the contributions made for the specific AIANYS award.
3. A brief biography of the nominee, including a list of offices, positions, honors, publications, and presentations that relate to the purpose of the award.
4. Nominee's component if applicable.
5. Nominee's preferred mailing address, phone, fax, e-mail.
6. Exhibits, if appropriate for the nominee, to illustrate accomplishments that relate to the purpose of the award
7. A maximum of five (5) one-page letters of support; letters should be explicit in their recommendation and contain specific reasons for support.
8. Picture of nominee (if available at time of nomination). Jpg. format – color - headshot  
Please email to [squirini@aianys.org](mailto:squirini@aianys.org)

### Schedule

All nominations must be received at AIANYS by the close of business (5:00 p.m.) on August 9, 2010 and sent to the address below.

\* Please send (7) copies of each nomination contained in a 3 ring binder. (8.5 x 11)  
Please insert documents in plastic pages. Letter may also be sent directly to AIANYS, kindly advise to expect letters.

**CD Included – Please include a CD with all documents included.**

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