

# AIA New York State

An Organization of The American Institute of Architects  
HONORS AND AWARDS COMMITTEE

## 2008 AIANYS Honor Awards – Nomination Guidelines

Name of  
Award \_\_\_\_\_

### Eligibility



Members of the AIANYS Board of Directors or an AIANYS component may nominate eligible individuals per the AIANYS Award description. Both sponsor(s) and nominees must be AIANYS members in good standing, i.e., 2008 dues fully paid. **Please use this document as a template for all awards. Thank you.**

### Nominations

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

Each nomination shall contain the following information:

- Sponsor's name, address, phone, fax, e-mail, component name.
- A one-page nomination letter that summarizes the contributions made for the specific AIANYS award.
- A brief biography of the nominee, including a list of offices, positions, honors, publications, and presentations that relate to the purpose of the award.
- Nominee's component.
- Nominee's preferred mailing address, phone, fax, e-mail.
- Exhibits, if appropriate for the nominee, to illustrate accomplishments that relate to the purpose of the award
- A maximum of five (5) one-page letters of support; letters should be explicit in their recommendation and contain specific reasons for support

### Schedule

All nominations must be received at AIANYS by the close of business (5:00 p.m.) on June 19, 2008 and sent to the address below.

Please provide one original and five copies.

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