

**A GUIDE TO SUBMITTING A NOMINATION TO THE
NEW BRUNSWICK SPORTS HALL OF FAME**

PLEASE READ CAREFULLY BEFORE COMPLETING AND
SUBMITTING THE NOMINATION. NOMINATIONS WHICH DO NOT SATISFY
THESE REQUIREMENTS WILL NOT BE ACCEPTED.

1. The nomination **MUST** have the consent of the nominee(s) or if deceased, the family(ies).
2. a) **The SINGLE MOST IMPORTANT document is the completed nomination form. Read each section carefully and ensure that the information requested is provided ON THE NOMINATION FORM.**
 - b) The nomination **MUST** be TYPEWRITTEN; or submitted ELECTRONICALLY.
 - c) Additional pages of nomination information or supporting material (i.e. letters from the sport organization(s), coaches and/or peers, newspaper or feature articles, awards citations, etc.) may be included with the nomination form for review by the Selection Committee. Please note **your total submission** must not exceed ten (10) pages, including supporting material. (Excess support material will not be reviewed but will be retained with the nomination for archival purposes.)
 - d) Include **dates** for all significant achievements and career highlights.
 - e) Ensure that the information provided is accurate and supports the nomination as either an **individual player, a builder or a team**.
 - f) For TEAM nominations use a separate sheet to list deceased members, and provide the date and place of death (if known), as well as the name and address of a next of kin for each deceased member.
3. The nomination **MUST** include a photograph of the nominee suitable for publication. The photograph may be black and white or colour and not smaller than 3" x 5" or larger than 8" x 10". (NOT A LASER PRINT)
4. Scrapbooks and photo albums may be submitted with the nomination for review at the discretion of the Selection Committee, and will be returned IF REQUESTED by the nominator.
5. Nominations, including support material and photographs, become the property of the N. B. Sports Hall of Fame and WILL NOT be returned.
6. The deadline for submitting nominations is January 15th, unless otherwise publicized. Nominations received AFTER that date will, if eligible, be considered in the next year.

The points outlined in this GUIDE are intended to assist individuals and groups in preparing nominations to the New Brunswick Sports Hall of Fame. If further assistance is required, please contact:

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