

**GUIDELINES FOR THE NOMINATION
OF CANDIDATES FOR THE CITT AWARDS
WITH SAMPLE LETTER**

The nomination of candidates for CITT Awards is driven directly by the membership. This is your chance to recognise a company, the work of a mentor, colleague or someone whose work you admire. The final selection is made by the award committee made up of members of the CITT Board of Directors including the Section Representatives, the Vice-President and, in alternate years, the Past President or the President Elect.

The deadline for nominations to be received at the CITT office is **March 31th** of every year.

The CITT Awards are designed to honour individuals and companies from a wide spectrum of the Canadian live performance industry.

- **DIETER PENZHORN MEMORIAL AWARD**
Awarded to an Individual who has provided significant and sustained service to CITT, while playing an active role in the development of the greater Canadian cultural community.
- **THE RON EPP MEMORIAL AWARD FOR PROFESSIONAL ACHIEVEMENT**
Awarded to an individual, in recognition of longstanding career achievement in a technical or related discipline within the Canadian live performance industry.
- **CITT/ICTS EDUCATION ACHIEVEMENT AWARD**
Awarded to an individual, in recognition of longstanding career achievement as an educator. This individual engages in the teaching of a technical or related discipline, while preparing students for work within the Canadian live performance industry.
- **CITT/ICTS SUPPLIER (CORPORATE) ACHIEVEMENT AWARD**
Awarded to an individual and/or corporate entity who have shown sustained commitment to providing excellent service and/or product (s) to the Canadian cultural industries community.
- **CITT/ICTS AWARD OF TECHNICAL MERIT**
Awarded to a production company or Theatre, or a combination thereof, for outstanding achievement in the use of theatre technology on a specific project or production.
- **THE HONORARY MEMBERSHIP AWARD**
Awarded to an individual and/or organisation not actively involved in the technical disciplines of the Canadian live performance industry, but who by virtue of their position has contributed significantly to the development of technical disciplines within Canada. This contribution can be seen through the recipient's decision-making, influence, and philosophy within the community or by showing themselves to be a longstanding friend of the Institute.

NOMINATION PROCEDURE

To nominate your candidate, please submit the following information:

1. A letter listing the following:
 1. The Candidates name.
 2. The Award for which they are nominated.
 3. The names of two Nominators, both of whom must be members in good standing of CITT.
 4. A short text from the nominators stating their support for the nomination.
 5. A list of the accomplishments of the individual or the company stating why you believe they are worthy of being honoured by CITT.
2. The letter must be co-signed by both nominators.
3. If you presented a nomination in a previous year, you may continue to support this nomination by sending a letter to the Nominations Committee expressing your continued support.

The deadline for nominations to be received at the CITT office is **March 31th** of every year.

Send all nominations by email at info@citt.org to the attention of:

CITT National Office
Awards Committee
PO Box 85041
345 Laurier Blvd.
Mont Saint-Hilaire QC J3H 1P5

For more information contact the National Office at 613-482-1165

PAGE 1 sample letter

CITT National Office
Awards Committee
PO Box 85041
345 Laurier Blvd.
Mont Saint-Hilaire QC J3H 1P5

Date

Subject: *Reason for this letter. Ex: CITT Award nomination for 20XX*

The Award: *Name of the award you wish to nominate someone*

The Candidate: *Name of the person or company you wish to nominate*

The Nominators: *Names of two members in good standing submitting the nomination*

Dear members of the Awards Committee,

We are please to support the nomination of *Name of the person or company you wish to Nominate for 20XX*

Brief paragraph or two explaining whom the person or the company is.

Closing paragraph explaining why you believe they are worthy of being honoured by the CITT Award, and why you support their nomination.

With our best regards,

Names of two members in good standing
CITT members

Enclosed: Information on nomination

PAGE 2

List the accomplishments of the individual or company.

Add bio notes, photos and any other information you feel is pertinent.