

**GUIDELINES**  
**NOMINATION OF CANDIDATES FOR THE CITT/ICTS AWARDS**

The nomination of candidates for CITT/ICTS 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 a committee of the CITT/ICTS Board of Directors made up of the members at large from the sections and the Chair of the Awards committee.

The CITT/ICTS 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 Educational 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:

- a) The Candidates name
- b) The Award for which they are nominated
- c) The names of two nominators, both of whom must be members in good standing of the CITT/ICTS.
- d) A short text from the nominators stating your support for the nomination.

The letter must be co-signed by both nominators.

On a separate sheet(s) list the accomplishments of the individual or the company stating why you believe they are worthy of being honoured by the CITT/ICTS.

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.

Send all nominations to:

CITT/ICTS National Office  
Awards Nominations  
340-207 Bank St.  
Ottawa ON K2P 2N2  
Fax: 613-482-1212  
Email: [info@citt.org](mailto:info@citt.org)

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

**PAGE 1 sample letter**

CITT/ICTS National Office  
Awards Nominations  
340-207 Bank St.  
Ottawa ON K2P 2N2

*Date*

**Subject:** *Reason for this letter. Ex: CITT/ICTS Award nominations for 2009*

**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*

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Dear Nomination Committee Members,

We are please to support the nomination of *Name of the person or company you wish to nominate* for 2009.

*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/ICTS.Award, and why you support their nomination.*

With our best regards,

*Names of members*  
CITT/ICTS members

Enclosed: Information on nomination

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List the accomplishments of the individual or company.

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