

Top Tips for writing or filming a nomination

Golden Rule # 1 always refer to the award description **before** you start writing or filming your nomination, use this as the criteria.

Golden Rule # 2 be specific about **why** this person or team deserves recognition. So make sure you include:

- The **actions** this person or team took. Break this down to give clear evidence.
- The **results** this person or team achieved.
- The **qualities** this person or team exhibited when undertaking these actions.

Some examples of qualities could be:

- Positive attitude
- Solution-focused
- Behaviour towards others
- Integrity
- Values
- Commitment
- Tenacity
- Determination
- Creativity
- Innovation
- You may want to describe other qualities that are more relevant to your nominee.

Golden Rule # 3 Explain how this person or team demonstrated these qualities. Your nomination will be much more convincing if you do this.

Good luck and thanks for making the nomination.