



How to Craft a Winning Admin Awards Nomination Checklist

Use this checklist to make sure your Admin Awards Nominee has the best chance at advancing in the competition!

Winning Nomination Checklist	Complete	In-Progress	Incomplete
The direct supervisor of this Nominee has submitted a nomination. These carry more weight with the board of judges.			
The nomination includes specific examples of excellence. Stories that bring the Nominee's work product to life with clear and specific examples of excellence and quantifiable impact are included.			
The word count is between 700-900 words. This span aligns with the typical length of winning nominations. Nominations may exceed this range only when necessary to convey essential information rather than extraneous info.			
If I'm submitting a compiled nomination, I've included the names, titles and company affiliations of contributors. For those submitting one nomination that includes compiled feedback from various people, Judges want to know who is contributing to the Nomination so be sure you annotate each person's sentiments with their full name, title and company affiliation.			
My Nominee has verified their nomination. I've made sure that my Nominee knows that the nomination notification from the Admin Awards is legitimate and not spam and to formally accept the nomination.			
My Nominee submitted their Nominee's Statement. The Nominee's Statement allows the judges to gain additional insights into their work product, passion and other details that might not have been fully captured in their nomination(s).			
I've circulated the nominations link and my Nominee's unique email address to their fan club to add to the nomination! When you receive the follow up email from the Admin Awards confirming receipt of your nomination, be sure you forward the link to nominate along with the Nominee's email to their fan club so they too can add their input to your nomination!			

Email: nominations@adminawards.com with additional questions.

To view actual winning nomination samples click [here](#).

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