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**NOMINATION FORM**

**2019 TOURISM EMPLOYEE**

**OF THE YEAR AWARD**

The *Saskatchewan Tourism Awards of Excellence* recognize and foster excellence in our province’s tourism industry. These industry awards honour people, places, businesses, organizations and events that go above and beyond to offer superior tourism experiences to visitors and residents.

**ELIGIBILITY CRITERIA**

Applications will be accepted from all individuals, organizations or businesses that support the Saskatchewan tourism industry.

Nominations are based on activities completed between January 1, 2019 and December 31, 2019.

Organizations or businesses may be self‐nominated or nominated by another party.

**NOMINATION PROCESS**

Nominations are due by Friday, January 24, 2020. Awards will be presented at the 31st annual *Saskatchewan Tourism Awards of Excellence Gala* in Regina on April 2, 2020.

Nominations must be completed on this form and submitted prior to the deadline.

Nominations must adhere to the general eligibility criteria and category‐specific criteria. Nominations must be original each year and in each category. Tourism Saskatchewan reserves the right to re-categorize or reject nominations that do not meet these rules or criteria, or the spirit of the awards program.

Nominees must be advised by the applicant that they are being nominated for a *Saskatchewan Tourism Award of Excellence.*

**EVALUATION**

Nominations will be reviewed and scored by an Award Selection Committee and will be kept completely confidential.

The Award Selection Committee is an external panel. Committee members who have a conflict of interest remove themselves from judging the category in question.

Each question on the nomination form is assigned a weight relative to the total score. The weighting of each question varies, depending on the number of questions and the nature of the questions in each category.

The Award Selection Committee will select a maximum of three finalists for each award (excluding the Tourism Builder Award). Finalists will be notified by mail approximately one month prior to the *Saskatchewan Tourism Awards of Excellence Gala*.

**2019 TOURISM EMPLOYEE OF THE YEAR AWARD**

**Nominator’s Contact Information /**

Please tell us about yourself. Tourism Saskatchewan will not share this information with third parties but may use your contact information to obtain additional details or clarification prior to evaluation by the Award Selection Committee.

**NOMINATOR’S CONTACT INFORMATION:**

**Last Name:** Click here to enter text. **First Name:** Click here to enter text.

**E‐mail:** Click here to enter text. **Telephone:** Click here to enter text.

**Address:** Click here to enter text. **City:** Click here to enter text.

**Province:** Click here to enter text. **Postal Code:** Click here to enter text.

**ABOUT THE NOMINEE:**

Please complete as thoroughly as possible. Verify the spelling of all names.

**The Nominee is:** Choose an item.

**FOR INDIVIDUALS:**

**Last Name:** Click here to enter text. **First Name:** Click here to enter text.

**E‐mail:** Click here to enter text. **Telephone:** Click here to enter text.

**Address:** Click here to enter text. **City:** Click here to enter text.

**Province:** Click here to enter text. **Postal Code:** Click here to enter text.

**FOR BUSINESSES OR ORGANIZATIONS:**

**Name of Business or Organization:**  Click here to enter text.

**General e‐mail:**  Click here to enter text. **Website:** Click here to enter text.

**Address:** Click here to enter text. **City:** Click here to enter text.

**Province:** Click here to enter text. **Postal Code:** Click here to enter text.

**Main Contact Person:** Click here to enter text.

**Title/Role (e.g. Owner, President, Volunteer, etc.):** Click here to enter text.

**Contact** **E-mail:** Click here to enter text.

**Contact Telephone:** Click here to enter text.

**TOURISM EMPLOYEE OF THE YEAR AWARD**

***Award Criteria: Presented to the front-line employee whose professionalism, dedication, attitude and quality of service best exemplify excellence in the tourism industry. Owner/operators and senior management personnel are not eligible for this award.***

1. **Briefly describe the nominee and provide an overview as to why this nominee is deserving of the Tourism Employee of the Year Award, highlighting how the overall criteria of this award is met. (Required) (200 word limit)**

Click here to enter text.

1. **In what front‐line occupation is this person employed?**

**(Required) (50 word limit)**

Click here to enter text.

1. **Demonstrate that the nominee exhibits a winning attitude and dedication towards his/her duties. (20 Points) (200 word limit)**

*For this question, the nominator could describe: the nominee’s length of service; how the nominee projects a friendly, welcoming, helpful or cooperative attitude towards visitors and colleagues; how the nominee serves as an ambassador for the tourism industry; etc.*

Click here to enter text.

1. **Demonstrate that the nominee exhibits leadership qualities that promote co-operation and teamwork among his/her colleagues.** **(20 Points) (200 word limit)**

*For this question, the nominator could describe: how the nominee is committed to enhancing training and development opportunities; how the nominee exhibits leadership qualities that promote co-operation, teamwork and camaraderie among their colleagues; how the nominee serves as a role model and/or a mentor for other employees; how other employees view the nominee’s contribution to the workplace; etc.*

Click here to enter text.

1. **Demonstrate that the nominee maintains exemplary work standards in his/her position.**

**(20 Points) (200 word limit)**

*For this question, the nominator could describe: the nominee’s knowledge, ability and/or effectiveness in his/her position; the nominee’s attention to detail; how the nominee overcomes obstacles to ensure tasks are accomplished and responsibilities are met; the nominee’s integrity, passion, commitment and dedication; etc.*

Click here to enter text.

1. **Demonstrate that the nominee regularly goes above and beyond the normal requirements of his/her duties for the benefit of his/her organization. (20 Points) (200 word limit)**

*For this question, the nominator could describe: how the nominee makes the workplace more enjoyable by improving workplace procedures; how the nominee serves as an ambassador for his/her employer and/or profession; how the nominee initiates and implements creative new ideas that will contribute to the organization’s success; etc.*

Click here to enter text.

1. **Demonstrate that the nominee is committed to visitor/participant/spectator satisfaction.**

**(20 Points) (200 word limit)**

*For this question, the nominator could describe: how the nominee consistently meets and/or exceeds visitor expectations; how the nominee works to consistently deliver memorable tourism experiences; any other recognition, acclaim or awards received by the nominee; how the nominee interacts with visitors; how the nominee has a thorough understanding of, and appreciation for the tourism product or service being offered; etc.*

Click here to enter text.

***\*PLEASE ATTACH AND SUBMIT NO MORE THAN THREE HIGH QUALITY IMAGES WITH YOUR AWARD NOMINATION. THESE PHOTOS WILL BE USED FOR PROMOTIONAL PURPOSES IF YOUR NOMINATION IS SELECTED AS A FINALIST. PLEASE INDICATE IF PHOTO CREDITS ARE REQUIRED.***