2018 City of Miami Beach Hall of Fame Nominations

**INAUGURAL YEAR APPLICATION GUIDELINES, APPLICATION AND NOMINATION FORM**

**ACCEPTING APPLICATIONS JUNE 1- AUGUST 15, 2018**

**Who is eligible?**

* Any person is eligible for induction to the City of Miami Beach Hall of Fame, if they meet the following criteria:
	+ Significant impact on the city as a whole; and
	+ Significant ties to the City including:
		- Born in Miami Beach; or
		- Made Miami Beach his/her primary place of residence or business; or
		- Made a positive, legendary and lasting impact on Miami Beach.

***The honor may be awarded posthumously***. **Former elected officials must meet a five year moratorium to be eligible for nomination.**

**How do I submit a nomination?**

Nomination packages must be submitted to the Miami Beach City Clerk and include the following:

1. Nomination Form *Please reference Nomination Form, as included below.*
2. A biography on the nominee
3. A letter of nomination, which includes the following:
	1. Narrative on the nominee’s accomplishments
	2. Reason for the nomination
	3. Eligibility for the Miami Beach Hall of Fame
	4. A list of the major accomplishment(s) of the nominee and how they relate to the City of Miami Beach;
4. Two letters of recommendation from other individuals supporting the nomination

Completed nominations must be typed and all information must be provided in complete sentences with proper attention to spelling and grammar. Incomplete nominations or those that do not meet acceptable standards will not be forwarded for judging. Nominations will be reviewed for accuracy and compliance by the City of Miami Beach Department of Tourism, Culture, and Economic Development. You will receive confirmation, by the Miami Beach Office of the City Clerk, that your nomination was received. Qualifying nominations will be forwarded to the Selection Committee for scoring based on the value of the nominee’s contributions(s) to the City of Miami Beach, the impact of their achievement(s), and the enduring value of their achievement(s).

Your completed form is the primary tool used to determine the merits of your nominee for induction into the Miami Beach Hall of Fame. Only the completed nomination form will be sent to the Selection Committee for scoring and final selection to the Miami Beach City Commission. Please refrain from sending petitions, photos, books, etc. If additional materials are required, the Department of Tourism, Culture, and Economic Development will contact you.

**Deadline for Submissions: Nominations must be postmarked by Wednesday, August 15, 2018 at 5:00 p.m.**

Nominators are allowed five (5) business days from the time of the deadline to submit any missing items or correct submitted material. Any corrections must be complete by Wednesday, August 22, 2018 at 5:00 p.m.

**Full nomination packages must be sent via US mail *OR* EMAIL to:**

**City of Miami Beach Hall of Fame**

**Miami Beach Office of the City Clerk**

**1700 Convention Center Drive, 1st Floor**

**Miami Beach, FL 33139**

**CityClerk@miamibeachfl.gov**

How are nominees selected?

* Once the application is complete and reviewed by the Miami Beach City Clerk, the nomination package will be sent to the Tourism, Culture, and Economic Development, Department where staff will serve as liaison to the Hall of Fame Selection Committee.
* The Selection Committee, a nine member Miami Beach City Commission-appointed Committee, plus two at-large members from Miami Beach, will review all complete applications and determine how many inductees to recommend to the Miami Beach City Commission each year.
* The Miami Beach City Commission will approve the annual inductees.

What is the Timeline for Selection?

**September** First review meeting of the Miami Beach Hall of Fame Selection Committee

**September** Second review and recommendation meeting

**October** Selection Committee recommendations presented to Miami Beach City Commission for approval

**January** Inaugural YearInductees will be honored at the Grand Opening of the Miami Beach Convention Center on Sunday, January 20, 2019.

**MIAMI BEACH HALL OF FAME APPLICATION**

**Page 1 of 2- *Nomination Form***

*>>>Please Type All Information<<<*

**Nominee’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nominee’s Occupation, Field of Achievement or Title:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUBMITTER INFORMATION**

**Nomination Submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title/Occupation of Submitter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship to the Nominee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(example: friend, colleague, student, employee, relative, etc.)*

**Address of Submitter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Street Address, City, State, Zip Code)*

**Telephone:** *(Day)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Evening)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Fax)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-Mail Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Submitter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Continued)*

**MIAMI BEACH HALL OF FAME APPLICATION**

***Page 2 of 2- NOMINATION PACKAGE***

*>>>Please Type All Information<<<*

**1.** **BIOGRAPHY ON THE NOMINEE**

Please provide essential information about the nominee, including life events, major accomplishments and/or contributions and honors/awards received. Do not attach a CV or resumé in lieu of a narrative biography. A list of references and citations will not be considered complete biographical information.

**2.** **A LETTER OF NOMINATION**

Please put the nominee’s accomplishments in context, provide a reason and state eligibility for the nomination, and show how they are relevant and valuable to Miami Beach. A letter of nomination should also include the following:

1. *A list of the major accomplishment(s) of the nominee and how they relate to the City of Miami Beach*
2. *The ways in which the nominee’s contributions have been of the greatest value for the development of the City of Miami Beach.*
3. *The significant impact of the nominee’s achievements. Quantify the answer where possible.*
4. *Evidence that the nominee’s achievements have (or will have) enduring value to the City of Miami Beach. Where applicable, focus your comments on change that has been or will be created and how that change is expected to last over time.*

***Sources of Information:*** *Be sure to include complete citations of sources of information used to write the nomination (reference books, periodicals, etc.).*

**3. TWO LETTERS OF RECOMMENDATION**

At minimum, two letters of recommendation should be provided from other individuals supporting the nomination.

**NOMINATION PACKAGE CHECKLIST:**

 COMPLETED NOMINATION FORM

 BIOGRAPHY ON NOMINEE

 LETTER OF NOMINATION

 TWO LETTERS OF RECOMMENDATION