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## Introduction

The Trussville Area Chamber of Commerce established its annual Small Business Awards for the purpose of honoring small businesses deserving of recognition. The 2018 recipients will be announced at our regular monthly luncheon on October 18. Winners will move on to compete in the *Alabama Small Business Awards* presented by The Partnership of the Chamber of Commerce Association of Alabama and the Business Council of Alabama. One overall Small Business of the Year will be chosen from the statewide entries to be considered for the U.S. Chamber of Commerce's *Dream Big Small Business of the Year Award*.

## Nomination Categories

- Emerging (in business fewer than five years)
- Small Business of the Year (1-10 employees)
- Small Business of the Year (11-50 employees)
- Small Business of the Year (51-100 employees)

## Judging Categories

- Leadership and Community Support
- Chamber Involvement
- Business Success
- Overall Deservedness

## Eligibility Requirements

- The nomination process is open to any independently-owned business with 100 or fewer employees that is an active member of the Trussville Area Chamber of Commerce in good standing prior to the nomination deadline.
- Nominations may be submitted by any business or person in the community. Businesses may self-nominate.
- Nominations must include answers to the Nomination Questions (see Pg. 4). Failure to provide the requested information will result in automatic disqualification.

## **Deadline**

Nominations must arrive at the Trussville Area Chamber of Commerce offices at 400 Main Street, Trussville 35173, by 4:00 p.m. on August 31, 2018, no exceptions. Nominations may be submitted via U.S. Mail to the above address, via email to [diane.poole@trussvillechamber.com](mailto:diane.poole@trussvillechamber.com), via fax to (205) 655-3705 or online at [www.trussvillechamber.com/members/smallbusinessawards](http://www.trussvillechamber.com/members/smallbusinessawards).

## **Selection**

Nominations are confidential and will be reviewed by an anonymous committee made up of a mix of impartial business professionals from around, as well as outside of, the Trussville area. Selection of the awards recipients will be based on the responses to the Nomination Questions. A company representative of the selected award winners must be available to attend the October 18 presentation.

## **Winner Recognition**

- Presentation at the October 2018 luncheon of the Trussville Area Chamber of Commerce
- Notification to the press through a press release
- A feature article in *Chamber Deals & News*, the chamber's weekly newsletter
- Promotion on the chamber's website and social media pages
- Automatic entry in the statewide Small Business competition, as well as a chance to compete on a national level.



# Nomination Form

Nominated Company: \_\_\_\_\_

Category (Circle one)

- Emerging (in business fewer than five years)
- Small Business of the Year (1-10 employees)
- Small Business of the Year (11-50 employees)
- Small Business of the Year (51-100 employees)

Check here: \_\_\_\_\_ to  
confirm your nominee is  
a member of the  
Trussville Area Chamber  
of Commerce.

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Management Name(s)/Title(s): \_\_\_\_\_

This company was nominated by: \_\_\_\_\_

Nominator's phone number: \_\_\_\_\_

Nominator's email address: \_\_\_\_\_

## Nomination Questions

Include each of the four broad category headings listed below in your 10 or fewer paged, double spaced, singled-sided nomination narrative/submission:

1. **Leadership and Community Support:** Discuss how the nominated small business is a leader in the business community and supports its local community.
2. **Chamber Involvement:** Discuss how the nominated small business participates in and has a leadership role in its local chamber of commerce.
3. **Business Success:** Discuss the customer growth and focus, industry awards, program initiatives or other reasons for the success of the nominated small business.
4. **Overall Deservedness:** Discuss why the small business you are nominating should be named the 2018 Small Business of the Year.