



NCBA Hall of Fame

NOMINATOR CHECKLIST

All of the following items must be provided to your District Chair well in advance of the July 1st deadline. It is recommended that you share these items from DropBox or your Google Drive. If any of the information is missing or incomplete, the District Chair cannot submit the nomination.

- ☐ Name of Nominee
- ☐ If the Nominee is deceased, please list the name of a family member that we may contact.
- ☐ Preferred Spelling of the Nominee's Name (In the event the person is selected for induction, we want the preferred spelling for the plaques.)
- ☐ Nominee's (or Family Member's) Phone Number
- ☐ Nominee's (or Family Member's) Email Address
- ☐ Teaching Field of Nominee
- ☐ Retired (for at least 5 years) or Deceased
- ☐ Is the nominee a current member of NCMEA/NAfME? (Unless retired or deceased.)
- ☐ How many years did the nominee serve as an active band director in the North Carolina public or private schools? (This should be a period of not less than 10 years.)
- ☐ Full Bio of Nominee (in paragraph form - no bulleted lists, please)
- ☐ Professional Headshot of Nominee (High resolution, please.)
- ☐ Please upload a detailed description and explanation from the nominator on why the nominee should be inducted into the Hall of Fame.
- ☐ Please provide links to newspaper articles, video, recordings, photographs, etc..
- ☐ Two to three letters of support from current Hall of Fame Inductees are to be uploaded. (The Letter of Support is available on this page: <https://www.ncbandmasters.org/hall-of-fame>.)