



Maryland Small Business of the Year Awards Nomination Form

2009 Small Business of the Year Awards Luncheon
Celebrating Small Business Excellence
Friday, June 5, 2009 | BWI Airport Marriott Hotel

Awards

Founded in 2001, the Maryland Small Business of the Year Awards program is designed to recognize the dedication, innovation and entrepreneurial spirit displayed by small businesses in Maryland. The judging panel for the awards program is comprised of representatives of Maryland's business media. Nominations must be received by Friday, **March 27**. Finalists will be announced on May 1. Winners will be announced during the 2009 Small Business of the Year Awards Luncheon on June 5 at the BWI Airport Marriott Hotel.

Categories

1. Small Business of the Year: 1-5 Employees
2. Small Business of the Year: 6-50 Employees
3. Small Business of the Year: 51-200 Employees
4. Nonprofit Partner in Business Award

Eligibility

Nominees must:

- Have a permanent business location with employee(s) in Maryland.
- Have been in operation for a minimum of two years.
- Be a member of the State or a local chamber of commerce or Maryland-based business or trade organization and include a letter of support from that organization in their nomination package.
- Submit a nomination package that addresses the award criteria – see page 2.

Nomination Package

Submit **six** copies. Your nomination package should include:

1. The enclosed form and up to four additional pages addressing the award criteria on standard 8.5" x 11" white paper, 12 point font.
2. A letter of support from the state or a local chamber of commerce or Maryland-based business or trade organization.
3. Exhibits (photocopied material, news stories, testimonials, etc.) that support the nomination are welcomed but should not exceed five additional pages.

Submit Your Nomination

Nominations must be received by **March 27**.

You can access sample nomination forms from prior year winners online at www.mdchamber.org/awards

Send the six copies of your nomination package to:

Maryland Chamber of Commerce
Attention: Will Burns
60 West Street, Suite 100
Annapolis, MD 21401

Any Questions?

Contact Will Burns at (410) 269-0642 or (301) 268-2858, Ext. 103, or wburns@mdchamber.org.

Maryland Chamber of Commerce

www.mdchamber.org
60 West Street, Suite 100 Annapolis, MD 21401
Phone: (410) 269-0642 or (301) 261-2858 | Fax: (410) 269-5247



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Criteria

Small Business of the Year: All Categories

Use up to four additional pages to address the criteria. Each of the five criteria should be separated into its own section. The bulleted descriptions are simply guidelines. Feel free to elaborate further.

I. Performance & Growth

- *Sales, profit, customer growth*

II. Innovation & Creativity

- *Innovative products and services, customer service, management, staff development, marketing, etc.*

III. Competitiveness

- *How did your company overcome its greatest obstacles and challenges?*
- *Describe any strategies that have helped you separate from your competition and/or better serve your customers.*

IV. Community involvement

- *How does your business give back to the community – time, money, resources etc.?*
- *Memberships or participation in chambers of commerce, associations or other organizations that service the community.*

V. Provide a brief statement as to why your business should be named Small Business of the Year.

Non-Profit Partner in Business Award

This award recognizes a non-profit organization that has developed a close partnership with the business community as a means to achieve its mission.

I. Your Mission

- *What is your mission?*
- *Why is it important for the business community to support your mission?*

II. Partnership

- *How is the business community involved in supporting your organization?*
- *Quantify the importance of the business community's support.*
- *How does the work of your organization benefit the business community?*

III. Innovation & Creativity

- *Innovative programs, partnerships, fundraising, marketing, etc.*
- *Are there any creative ways you leverage the support of the business community to benefit your organization's activities and operations?*

IV. Performance

- *How do you measure the success of your organization, its activities and its partnership efforts?*
- *How has your partnership with the business community helped your organization overcome obstacles and challenges it has faced?*

V. Provide a brief statement as to why your organization should be named Partner in Business.

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Company Information

Select the Award:

- Small Business of the Year: 1-5 Employees
- Small Business of the Year: 6-50 Employees
- Small Business of the Year: 51-200 Employees
- Non-profit Partner in Business Award

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Email: _____

Phone: _____ Fax: _____

Website: _____

General Information

Number of Years in Business: _____ Number of Employees: _____

Nomination supported by: _____

In what industry is your business?

What are your principal products and/or services?

Who are your primary customers?

Please provide a brief history of your business (e.g. how it started, major changes, developments)

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