



## **Small Business of the Year**

### **Who is eligible to be nominated for this award?**

Companies who have operated in SWLA for at least three years, have 50 employees or less and are members of the Chamber SWLA.

Any individual who owns and operates, or who bears principal responsibility for operating, a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a team, so long as the number of individuals in the team nomination does not exceed four. Individuals who have received the small business person award within the past five years are not eligible.

### **What information must the nomination package contain?**

1. Completed nomination form to include:
  - The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
  - The nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;
  - Year business was established;
  - Number of employees employed at the business;
2. A brief biography of the nominee, not to exceed one page.
3. A business profile, not to exceed one page.
4. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 5 pages. Videos will not be considered.

### **What are the evaluation/selection criteria for the Small Business Person of the Year award?**

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business, including:
  - Number of years in business; minimum three years.
  - Sustained expansion, addition of territories, growth in square footage occupied.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
  - Sustained over a minimum of three years.
3. Innovativeness of product/service offered—an illustration of the creativity and imagination of the nominee.
  - Specific description of uniqueness of product or service.
  - Explanation of how product or service fits a niche not being adequately addressed by the competition.
4. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
  - Listing of specific contributions of money, time, or resources to charitable causes.
  - Membership in councils, boards, and clubs providing support and services to the community.



## Small Business Nomination Form

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Principal Owner(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Year established: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ Chamber Member: Yes No

Brief biography: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Business Profile: \_\_\_\_\_

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Civic/Community Activities: \_\_\_\_\_

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Additional Comments: \_\_\_\_\_

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**DEADLINE TO SUBMIT THIS FORM IS Thursday, February 24<sup>TH</sup>**

**Please deliver/mail/fax/email this form to:**

Chamber SWLA

**Attn: Michelle McInnis**

4310 Ryan Street, SEED Center

Lake Charles, LA 70602

Fax: 337-433-3727

Email: [mmcinnis@allianceswla.org](mailto:mmcinnis@allianceswla.org)