



AWARD NOMINATION PROCEDURE

From start-ups to local legends, the Whitehorse Chamber of Commerce 2023 Business Excellence Awards shines a spotlight on the many businesses that help make Whitehorse and the Yukon a great place to live, work, play and do business. This year, there will be nine (9) categories worth celebrating and finalists will be chosen by an independent panel of prominent business leaders who serve as judges. Here is information on the process to nominate your business or another local business.

STEP 1: NOMINATE A BUSINESS

Deadline: 4:30p.m. on Friday, March 10, 2023

Celebrate excellence in our community by nominating a business in Whitehorse and Yukon area – including your own. Reference the [Award Categories & Judging Criteria](#) to understand which category best suits the business or person you are nominating.

Please **visit our website** to complete a nomination form.

Information regarding the Award Application businesses' complete, as well as submission guidelines, are included below.

STEP 2: AWARD APPLICATION - Completed by Nominated Business/Person

Deadline: 4:30 p.m. on Monday, March 20, 2023

Upon the receipt of your nomination, the Whitehorse Chamber of Commerce will notify nominees via email to provide an award application package. All nominations are kept confidential. Nominees will be asked to complete the award application in a timely manner.

The information in an award application is used by the judging panel to determine finalists. Members nominated in more than one category must tailor their submissions to each specific award category they are nominated for. Generic submissions for more than one category are unlikely to be successful.

The award application requires completion of the following items by the nominated business to be considered as an award finalist:

a) Organization Information

This includes:

- Business name
- Number of Employees
- Contact Information
- Business license number
- Business Logo (.JPG or .EPS FILES ONLY)

b) Business Profile



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Include a short biography of your business to provide background information for the judging panel.

c) Statement of Nomination

A statement indicating how the business meets the criteria for the award for which they have been nominated. Each award has different [judging criteria](#). This section of the application should also include other noteworthy contributions to the community and recent accomplishments.

d) Letters of Support

- **ALL AWARD CATEGORIES:** Nominees must submit a minimum of 1, maximum of 3, Letter(s) of Support for their nomination.
- **OUTSTANDING CUSTOMER SERVICE NOMINEES ONLY:** Nominees must submit a minimum of 1, maximum of 3, **Letter(s) of Support** for their nomination, followed by a minimum of 5, maximum of 10 **Testimonials**, as outlined in the [Award Categories & Judging Criteria Document](#) on our website.

WHAT IS A LETTER OF SUPPORT?

A Letter of Support is a personally written document that explains the writer's support for a person, cause, idea, or business.

WHAT IS A TESTIMONIAL?

A Testimonial is a formal statement testifying to someone's character and qualifications.

Application Tip: When in doubt about which details to include, remember that when faced with applications that equally satisfy the criteria, judges will ask, "Why should this business win an award this year?". Businesses should highlight their most recent accomplishments in their application.

STEP 3: JUDGING & NOTIFICATION

All complete award applications received by the deadline date, **Monday, March 20, 2023**, will be forwarded to a judging panel comprised of diverse business leaders from the community. Representatives from a nominated business cannot sit on the judging panel. **If you do not receive a confirmation email of receipt or your award application, please resend and call the WCC at 867.667.7545.**

As a group, the panel will narrow the nominations to two finalists. At that point, a sealed ballot is received from each panel member to determine the winner. The results are not subject to appeal.

With two finalists determined, a notification will be sent to all nominees as soon as possible, advising them of their status. Finalists will be asked to provide a copy of their company logo in either a .jpg or .eps format. Award winners will be contacted by film crews to film their business for promotional purposes, as well as for video presented during the awards night.



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SUBMISSION GUIDELINES

1. You are entitled to nominate any business, including your own. You are encouraged to nominate yourself for an award. We suggest nominating the business/person in no more than two categories.
2. You do not have to be a Whitehorse Chamber of Commerce member to be nominated; however, if you are selected as a finalist, you must become a WCC member in order to qualify to win the award.
3. Winners of the 2022 Business Excellence Awards (in any category) are not eligible for nomination in the 2023 Awards. However, finalists from the 2022 Business Excellence Awards are eligible to re-submit nominations for the 2023 Awards.
4. Finalists may receive only one award. If a business/person is a finalist for more than one award, the submission will stand for the award where the judging panel deems the business/person is strongest.
5. Award applications must be for one business only. Group applications are not eligible.
6. A separate award application must be submitted for each award for which the nominee is to be considered.
7. The Whitehorse Chamber of Commerce may request further information based on your submission.
8. The Whitehorse Chamber of Commerce reserves the right to limit the number of selected nominees, and/or withhold an award in any category.
9. Award applications will not be returned. Please do not include materials that you would like returned.
10. Videos or other additional information outside of what is listed above for the award application will not be accepted.
11. Whitehorse Chamber of Commerce staff, immediate family, and current board members are not eligible to be nominated for any award.