

Cartouche Award Guidelines

All Cartouche Award nominations should reflect a lifetime of achievement for the nominee. Nominations are to be submitted initially to the SAPFM Cartouche Award Screening Committee, which will consist of at least one member of the Executive Council (EC), and other members who may or may not currently serve on the EC.

The SAPFM Cartouche Award Screening Committee will judge applications only for completeness according to the guidelines below. The Screening Committee will then forward the applications to the SAPFM Cartouche Advisory Committee for review and selection of the annual Cartouche Award recipient. The initial nominations are to be sent to:

Steve Latta
C/O Thaddeus Stevens College
750 East King St.
Lancaster, PA 17602
(717) 299-7733 email: latta@stevenscollege.edu

Questions regarding the nominating process can be directed to Steve Latta or Jim Altemus at (585) 657-5328, or by email at cjaltemus@frontiernet.net.

Nominations for the annual SAPFM Cartouche Award may be made by active SAPFM members or by non-members. Nominees are not required to be members of SAPFM, but cannot be members of the SAPFM Executive Council. Nominations may be submitted by members of the Cartouche Award Screening Committee. Nominees may include institutions which have contributed significantly to the mission and vision statements of SAPFM.

Nominations submitted to the SAPFM Cartouche Award Screening Committee must be received by September 1 of the

year prior to the Cartouche Award presentation which will be in January at the annual SAPFM membership meeting. The screening committee will review and submit the completed nominations to the Cartouche Advisory Committee by October 15. The Chairman of the Advisory Committee will inform the SAPFM Executive Council of the award winner by December 15. All nominees for the particular year will be notified of the Advisory Committee's decision by the SAPFM President.

Nomination packages for the Cartouche Award should be submitted via digital electronic media sent via mail or other courier. Nominations will not be accepted via email. Either the nominee or the individual making the nomination may contact members of the Cartouche Award Screening Committee to ask for assistance and guidance if electronic submission would pose a difficulty. The Advisory Committee may elect to distribute printed versions from electronic media to its members.

Those who nominate candidates for the Cartouche Award are discouraged from directly contacting the Cartouche Advisory Committee on behalf of the nominee *after an application has been submitted*. The Advisory Committee may request more information regarding a candidate from the person(s) making the nomination.

Unsuccessful nominations may be carried over for consideration for the following two years although a new nomination letter must be submitted each year. Any change made to a previous nomination, such as the addition of images, requires resubmittal of the entire application. After two years, nominees must resubmit an updated application. Materials will not be returned unless specifically requested. Materials submitted by the winning applicant may be used by SAPFM for PR purposes strictly related to the Cartouche Award. SAPFM waives all rights to all other submitted materials.

Cartouche Award Application *Submit completed application in letter (8-1/2 x 11) format*

Candidate's Name: _____

Work ph:(_____)_____

Home Address: _____

Home ph:(_____)_____

Cell ph:(_____)_____

Business Address (If different) _____

Email: _____

Website: _____

Full Biography and/or Curriculum Vitae

Include education, training, work experiences, teaching, and other experiences relating to period furniture and this award. This needs to reflect the lifetime of work and achievement, but should be written in a concise manner. A 10-page maximum is recommended.

Nomination Letter

The nomination letter should include a clear description of the candidate's personal background, knowledge and skills related to period furniture. For nominees in a non-craft profession, describe the specific field, contributions and achievements related to period furniture. This letter should be a minimum of one page, not to exceed three pages.

Photography

Digital images preferred (refer to guidelines for submission). Include quality photographs representative of the candidate's entire body of work, including details of carving, joinery, inlay, or other decorative and construction techniques. Photos should represent work completed over a lifetime and include a minimum of 20 pieces, yet attempt to demonstrate the portfolio with the least number of photographs possible. Photographs submitted for an individual nominee must be the work of the individual rather than the product of a shop. In cases where the basis for nomination is a career of teaching and education, photos of student work may be submitted.

Other Letters of Recommendation

Additional letters of recommendation are encouraged. Please include contact information for the authors of the letters.