

22ND ANNUAL SMALL BUSINESS AWARDS ADVOCATE APPLICATION FORM



ELIGIBILITY

A completed application package must be submitted. Failure to complete all sections of the application form may disqualify the nominee. Nominees can be any **individual** dedicated to supporting the small business community in the NewVa region (Roanoke and surrounding areas), including but not limited to, trade and professional associations and business organizations. If you have additional questions, call Taryn Anderson at 540.983.0717 ext. 239.

NOMINEE INFORMATION

Nominee: _____
(List as it should appear on your award.)

Title: _____

Business Name: _____
(List as it should appear in print.)

Mailing Address: _____

Physical Address: _____

Phone: _____ Fax: _____

E-mail: _____

AWARD CRITERIA

Please complete this section on separate page(s) and attach to this form. By submitting a completed application packet, you certify that the information provided herein is true and correct to the best of your knowledge.

In 300 words or less, give concise information of the qualities and performance that merit this award. Suggested information includes: a description of the kind of small business advocacy efforts you, as an individual, have made during the last year; innovativeness of the assistance outside your work obligations; results of the assistance; and the economic impact your efforts had on business or the community. Specify if the advocacy efforts are done as a volunteer or as part of compensated work.

Any other supporting documentation deemed significant by the nominee, including, but not limited to, news articles and/or letters of recommendation, may be submitted as part of the application packet. Supporting documentation must not exceed five pages. Videos, CD's, and DVD's will not be considered.

APPLICATION PACKET

The deadline for submitting your application packet is **Thursday, July 17 at 5 PM**. Only completed application packets will be accepted. A completed application packet contains 10 individual copies of this completed form with separate page(s) for award criteria attached (see above). Letters in support of your application or any additional materials are not required, but must be submitted with your application packet and are limited to five pages. Each individual application should not measure more than 9" by 12". If you have additional questions, call Taryn Anderson at 540.983.0717 ext. 239.

PHOTOS FOR PRESENTATION

A high resolution professional headshot must be submitted on a compact disc (only one copy is needed) with your completed application packet. The Roanoke Regional Chamber may use this picture to promote your nomination during the awards dinner, in *Business Connections* magazine, and on www.roanokechamber.org.

ROANOKE REGIONAL CHAMBER OF COMMERCE

210 S. JEFFERSON STREET □ ROANOKE, VIRGINIA 24011-1702

540.983.0700 EXT. 239 □ FAX 540.983.0723 □ SBDC@ROANOKECHAMBER.ORG

22ND ANNUAL SMALL BUSINESS AWARDS DINNER RESERVATIONS



**Your accomplishments will be recognized in
front of more than 600 attendees.**

Tuesday, September 30

The Hotel Roanoke & Conference Center

Cocktails at 6 PM / Dinner at 7 PM

\$49.50/person; \$396/table of eight; \$495/table of ten

Every eligible nominee who submits a completed application packet will be included in the video presentation, receive a personalized crystal award, and be featured in the Chamber's Business Connections magazine.

Special thanks to our sponsors:



DINNER RESERVATIONS MUST BE RECEIVED BY SEPTEMBER 12

Return by fax to 540.983.0723,

*or by mail to Roanoke Regional Chamber of Commerce, 210 S. Jefferson St., Roanoke, VA 24011-1702,
or register online by visiting www.roanokechamber.org and click on Chamber Store.*

Name(s): _____

Company: _____

Phone: _____ E-mail: _____

Form of payment (Circle One): Check Enclosed VISA MasterCard AMEX Discover

Credit Card #: _____ Exp Date: _____

Name on Card: _____

Credit Card Billing Address: _____ Amount: \$ _____

Signature: _____

*No refunds or cancellations after Friday, September 12.
Non-attendance does not alleviate balance due.*

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