



POINTS TO BEAR IN MIND WHEN MAKING A NOMINATION

- Provide as much information as possible about your nominee.
- What has the nominee's actual contribution been?
- Why are the nominee's achievements outstanding? Provide current examples.
- What activities outside the nominee's field of work would support the nomination (i.e. charitable work)?
- Long lists of appointments **do not** justify an honour on their own.
- A Curriculum Vitae is not enough on its own. Nominations consisting solely of a CV **will not be taken forward**.
- Long service is not one of the criteria - it is what the individual has done to make a difference and how he or she stands out from the crowd.
- Nominees do not need to be approaching retirement.
- Nominations should be made while the nominee is still active and, if possible, at least 12 months before he/she is expected to retire or otherwise end their involvement with the activity for which they are being nominated.
- It is unusual for someone who has been retired for more than six months to be awarded an honour.
- Ensure that you have the required letters of support. These should be from others who have first hand knowledge of, and can endorse, the nominee's contribution.
- Remember that competition is fierce.
- Most importantly, check your facts.
- If in doubt about any aspect of the nominating process seek advice from the Honours Team at DCMS.

Our aim:

"To ensure the honours lists reflect achievement at all levels in all DCMS sectors"