



Self-Nomination Submission Options & Checklist

The NS Masterworks Award Foundation is pleased to offer three different nomination submission options. Please review the following and select the option most-convenient for you. Should you have any questions, please contact our Administrator at admin@nsmasterworks.ca or at 902-407-8885.

Please note: Materials are to be ordered as listed within each Option.

OPTION 1: USB DRIVE SUBMISSION

Mail a single USB Drive containing the following materials, organized into the designated folders, to the address provided below:

Folder 1 – Written Nomination:

- A Nominator's statement/letter;
- A brief resume (250 words) to inform jurors about the Nominator's background (**only if the Nominator is not also a Creator of the work – if so, omit biography from this folder**);
- Completed Nomination Form signed by the Nominator and the Primary contact (e-signature accepted);
- Three letters from Supporters

Folder 2 – The Work:

- Completed Appendix I;
- One** Digital copy of the Work OR one digital copy of each Representation of the Work;

Folder 3 – Support Materials:

- Completed Appendix II;
- Additional support materials may be submitted as files with the following extensions¹:

Audio: .aif, .aiff, .wav, .m4a, mp3, .wma
Video: .abvi, .mpeg, .mpg, .mopv, .wmv

Image: .jpg, .jpeg – RGB colour mode no larger than 1.5 MB
Text: .pdf, .doc, .docx

Folder 4 – Press Materials:

- One** high-resolution image of the nominated work, to be used as the designated representation of the work in all Masterwork communications should it be selected as a Masterworks Finalist;
- A written description** (approximately 150 words) of the nominated work, which may be used to represent the work in all Masterworks communications should it be selected as a Masterworks Finalist.
- One** high-resolution headshot of each Creator of the nominated work, to be used to represent the Creator(s) in all Masterwork communications should their work be selected as a Masterworks Finalist;
- A short biography** (approximately 150 words) for each Creator of the nominated work, to be used to represent the Creator(s) in all Masterwork communications should their work be selected as a Masterworks Finalist



OPTION 2: HARD-COPY SUBMISSION

All print materials must be submitted on hole-punched, standard letter-sized (8.5" x 11") paper, 12-point black font. Please collate nominations and separate with binder/paper clips. Please do not staple or bind nominations in folders, duotangs, binders, etc.

Create six (6) complete nomination packages that EACH containing the following materials and mail them to the address provided below:

Section 1 – Written Nomination:

- A Nominator's statement / letter;
- A brief resume (250 words) to inform jurors about the Nominator's background (**only if the Nominator is not also a Creator of the work – if so, omit biography from this section**);
- Completed Nomination Form signed by the Nominator and the Primary contact (the original signed form and five additional copies for each subsequent package is acceptable);
- Three letters from Supporters

Section 2 – The Work:

- Completed Appendix I;
- The Work **OR** Representation of the Work (**Reminder – six copies, one for each package**);

Section 3 – Support Materials:

- Completed Appendix II;
- Print support materials (**Reminder: six copies, one for each package**);
- Digital support materials may be submitted on a **single** USB key, CD, CD-R, DVD or DVD-R, and may include files with the following extensions¹:
 - Audio: .aif, .aiff, .wav, .m4a, mp3, .wma
 - Image: .jpg, .jpeg – RGB colour mode no larger than 1.5 MB
 - Video: .abvi, .mpeg, .mpg, .mopv, .wmv
 - Text: .pdf, .doc, .docx

Additionally, please provide ONE (1) of each in the same parcel as your nomination packages:

Press Materials:

Provided on a **single** USB key, CD, CD-R, DVD or DVD-R (may be included on the same USB key, CD, CD-R, DVD or DVD-R used for support materials, if applicable.):

- One** high-resolution image of the nominated work, to be used as the designated representation of the work in Masterwork communications should it be selected as a Masterworks Finalist;
- A written description** (approximately 150 words) of the nominated work, which may be used to represent the work in Masterworks communications should it be selected as a Masterworks Finalist.



OPTION 2: HARD-COPY SUBMISSION CONTINUED

- Press Materials continued:**
 - One** high-resolution headshot of each Creator of the nominated work, to be used to represent the Creator(s) in Masterwork communications should their work be selected as a Masterworks Finalist;
 - A short biography** (approximately 150 words) for each Creator of the nominated work, to be used to represent the Creator(s) in Masterwork communications should their work be selected as a Masterworks Finalist
- One stamped (or postage prepaid) self-addressed envelope of the necessary size and composition for the return of the support materials.** Please note: If no envelope is included, it will be assumed that support materials do not need to be returned. ***The Nova Scotia Masterworks Awards Foundation will not be responsible for the loss or damage, whatever the cause, of support materials.***

OPTION 3: COMBINATION SUBMISSION

- One** USB Drive containing all of the nomination material as outlined in OPTION 1;
- Six hard-copies** of the Work OR Representation of the Work;
- One stamped (or postage prepaid) self-addressed envelope of the necessary size and composition for the return of the support materials.** Please note: If no envelope is included, it will be assumed that support materials do not need to be returned. ***The Nova Scotia Masterworks Awards Foundation will not be responsible for the loss or damage, whatever the cause, of support materials.***

¹Notes on Digital Support Material Submission

- **For large-sized digital video materials**, Masterworks encourages the inclusion of password-protected hyperlinks to video streaming websites. Please include hyperlinks and accompanying passwords in a **PDF document**.
- Review your digital materials to ensure they play as intended and can run on both MAC and PC computers. **Masterworks is not responsible for reformatting unusable files.** Unusable files may cause nominations to be considered incomplete.



Completed nomination packages and supporting documentation must be submitted to:

**Nova Scotia Masterworks Awards Foundation
c/o Strategic Arts Management
1113 Marginal Road
Halifax, NS B3H 4P7**

Please authorize couriers to leave packages with 'no signature required'
Masterworks is not responsible for picking up boxes at postal station outlets.

No email or fax submissions will be accepted.

Nomination Deadline: March 1st, 2019

Nominations must be postmarked March 1st, 2019 in order to be considered.

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The Nova Scotia Masterworks Awards Foundation acknowledges the support of the following, without whom the Lieutenant Governor of Nova Scotia Masterworks Arts Award would not be possible:

