WealthManagement.com
2019 Industry Awards

NOMINATION PROCESS GUIDELINES

Before you start:

- **Prepare your nomination in advance**. You'll have up to 300 words to describe and distinguish the initiative and/or executive you plan to nominate. You can also upload up to 3 supporting documents to further demonstrate the strengths of your nomination to our judges.
- **Keep it current.** The Awards program is designed to recognize new initiatives, current enhancements and recent outstanding leadership activities that facilitate advisor success.
- **Ready materials for upload.** In addition to the nomination description, and supporting materials, you'll be asked to upload a logo for the company you are nominating (EPS or AI file preferred) and a high-resolution headshot of the person you wish to associate with the nomination. Please gather those files in the appropriate format prior to starting your submission.
- **Arrange for approvals in advance.** We may use some of the nomination materials you provide (initiative description, company description, company logo, headshot, etc.) for promotional purposes on our web site and in print. We will NOT make public any supporting documents that may be confidential. Be sure all materials have been internally reviewed and approved prior to submission to WealthManagement.com.

During the process:

- **Complete your contact information**. The contact-related questions provide us with information about you, the nominator, in case we have any questions. This information will remain strictly confidential.
- **Tell us about the company, initiative and/or executive up for nomination**. The remainder of the form focusses on the company being nominated and its initiative/leader. This information will be used in public forums to promote and report about the Awards on our web site and in print.

- **Select the award category that best suits your nomination.** This year we have a total of 97 categories/subcategories for your consideration. Be sure to review the criteria of each and include your submission(s) in the category/subcategory that best matches your initiative.
- **Complete your nomination prior to the April 11 deadline**. You have the option of completing the nomination process in one sitting, or you can save and come back for completion at a later date. Just be sure to keep your log-in information handy if you plan to return to a submission already in progress.

After you're done:

- **You'll see a confirmation page.** This page will advise that your nomination has been received for consideration. If you don't see that confirmation page, then you have not successfully completed the process and need to re-check your submission.
- **An email confirmation will also be sent to your attention**. It will confirm your successful upload with a link to your submission. Be sure to check your SPAM account if you don't notice the confirmation in your inbox.
- **We'll be in touch via email with any questions about your submission.** Program updates will also be sent to you when available.

Questions? Contact us at eventsinfo@wealthmanagement.com.