

Guidelines for Nominating Planner and Supplier of the Month

The **Honors and Awards Committee** of the National Capital Chapter (NATCAP) of the Society of Government Meeting Professionals (SGMP) recognizes outstanding members each month who exemplify achievement and service to our chapter. Nominations can be made by the general membership/the Board of Directors for planner (s) and supplier (s) of the month. At each monthly Board meeting, nominations are reviewed and approved by the Board based on the following criteria:

1. Nominee must be a member of NATCAP in good standing for no less than six months.
2. Nominee must be an active and outstanding member of a NATCAP Chapter committee.
3. Nominee's contributions benefit NATCAP as a whole, and are easily recognized and quantifiable.

Monthly award recipients are automatically eligible to be considered for the *Planner of the Year* and *Supplier of the Year* Award, which is presented at the *Honors and Awards Dinner* in June.

To make a recommendation for consideration by the Board, please provide complete details as requested below by the 3rd of each month to the Honors and Awards Committee's Board Liaison Sherry Tiggett at: stiggett@yahoo.com. If you need more information, please contact Ms. Tiggett at (301) 587-1600, ext. 2709.