**Requirements of nomination:**

* To nominate an individual or team, please fill in the attached one page nomination form – please ensure that:
  + Nominations are kept concise – 500 words or less (please spare a thought for our shortlisting panellists!)
  + You only nominate every nomination for ONE award. Nominations identified for multiple award headings will simply be submitted for the first circled option. Nominations with no award identified will be submitted for the most appropriate option.
  + If you want to nominate one person/team for a number of wards, you complete a new and unique nomination for each award. Nominations should be tailored to the award; the same nomination submitted multiple times for different individual awards will simply be submitted for a single randomly selected award of those submitted.
* Send the nomination back to Sarah Gere ([sarah.gere@nhs.net](mailto:sarah.gere@nhs.net))  by **no later than Monday 31st October 2016**. If you do not have access to email, please return the hard copy of the form to:

H&SC Awards

FREEPOST RSSJ-SABB-KKUZ

NELCCG – FAO Angie Dyson

5 Saxon Court, Gilbey Road

GRIMSBY, DN31 2UJ

* It would be appreciated if you could inform the individual/ team that you have nominated them so they can keep the afternoon of 7th February 2017 free in their diaries.
* If you have a photo of the person nominated, and their permission to share it, it would be helpful if you would include this with the nomination, to improve the turnaround of the production of the event programme for the finalists (please note, any finalists will have the opportunity to provide their own photo if they would prefer)