

IRVING CONVENTION AND VISITORS BUREAU

SEMI-ANNUAL STAR AWARD NOMINATING INSTRUCTIONS

Submit this form to let us know who you would like to recognize as the Semiannual Star Employee. Please include all the details on why you would like to nominate this person. The Assistant Executive Directors will review the submissions.

Employee Recognition – January to June

Nominations are ***due on the first Friday in December*** and the employee will be recognized at the January Staff Meeting.

Employee Recognition – July to December

Nominations are ***due on the first Friday in June*** and the employee will be recognized at the July Staff Meeting.

PDF Fillable Form Submission Instructions

Fields required on nomination form:

- Your name:
- Name of employee you are nominating:
- Why do you want to nominate this person?
- What did they do during this six-month period that stood out to you?
 - Please describe in detail why you want to nominate this person. Include specific examples from the current month so the committee can make a well-informed decision. An additional page may be included, if needed.
- Include a minimum of two of our Team Values the person exhibited and provide specific examples of how these values were lived out loud.
- Once form is completed, download the pdf form and save it.
- Create an email to Susan Rose and Attach the pdf Nomination Form.
- Before sending, **select Options** and **choose Request Read Receipt**.
- Send the email with the attachment.