

**Nomination Form**  
**Calgary 2009 Small Business Awards**  
**Official Nomination Form Deadline June 1, 2009**

**Award Nominated For**

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RBC Small Business of the Year Award

Emerging Entrepreneur of the Year Award



**Nominee(s)**

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Name \_\_\_\_\_ Title \_\_\_\_\_

Nominees email \_\_\_\_\_ Nominees Phone # \_\_\_\_\_

**Company Information**

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Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Company website \_\_\_\_\_

**Contact Information**

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Contact \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Media Relations Contact \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## General Information

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Number of months as owner/operator of this business \_\_\_\_\_ Incorporation Date \_\_\_\_\_

No. of employees in Calgary \_\_\_\_\_ Total no. of employees in Alberta \_\_\_\_\_

Alberta based  Yes  No Ownership \_\_\_\_\_%

**Please prepare your answers for the following questions in the space provided.**

- 1. Briefly describe your company's business model, products or services. Why do you consider them unique?**

- 2. Briefly describe the roles of your management team. Include information on each member regarding experience, entrepreneurial background, relevant skills, and major accomplishments.**

- 3. Outline your company's history.**

**4. Describe your industry.**

**5. List any significant business achievement(s) since inception (e.g. industry awards, operational achievements, etc.)**

**6. Include additional comments and information that may assist the Selection Committee in their decision.**

## Financial Information

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	Most Recent	2 <sup>nd</sup> Most Recent	3 <sup>rd</sup> Most Recent
Fiscal Year-end	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Gross Annual Sales	\$ _____	\$ _____	\$ _____
Net Income	\$ _____	\$ _____	\$ _____
Total Assets	\$ _____	\$ _____	\$ _____
Number of Employees	_____	_____	_____

Please note that if your company is selected for interview then further detailed financial statements will be required.

## References

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### 1. Bank

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### 2. Accountant

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### 3. Lawyer

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

## Nominator

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Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*The information provided is true and complete to the best of my knowledge. If I am selected as a award recipient, I hereby authorize the release and use of, in connection with the Small Business Week Expo Awards program, my name, business name, likeness, recording of my voice and photographs, including video tapes or other forms of media, which may be taken of me. I agree that no compensation shall be awarded to my business for such usage. However, all financial information contained herein shall not be made public, unless I agree to its release.*

Signature \_\_\_\_\_ Date \_\_\_\_\_