

# 2018 SHELBY COUNTY SMALL BUSINESS OF THE YEAR NOMINATION INFORMATION

## Part I. GUIDELINES & INSTRUCTIONS

### PURPOSE

With more than 70% of businesses in Shelby County designated as small businesses, the Greater Shelby County, Montevallo and South Shelby chambers of commerce support those in Shelby County by recognizing successful small businesses and encouraging others to strive and build for the future.

### ELIGIBILITY

Any business operating in Shelby County and fitting the criteria in one of the five categories can be nominated. Self-nominations are accepted. In order to qualify, the nominated business should:

- Have ownership that has not been convicted of a felony
- Prove business financial stability

### EVALUATION CRITERIA

Businesses will be evaluated based on the criteria listed below:

- **STAYING POWER:** A substantiated history as an established business (*Categories I, II, III & IV*);
- **GROWTH IN NUMBER OF EMPLOYEES:** A benchmark to judge the impact of the business on the Shelby County job market (*Categories I, II, III & IV*);
- **INCREASE IN SALES AND/ OR UNIT VOLUME:** An indication of continued growth (*Categories I, II, III & IV*);
- **RESPONSE TO ADVERSITY:** Provide written examples of problems faced in the nominee's business and the methods used to solve those (*All Categories*);
- **EVIDENCE OF CONTRIBUTIONS TO AID COMMUNITY-ORIENTED PROJECTS:** Provide written examples of personal time and resources utilized (*All Categories*).

### NOMINATION PACKET

Nominations must be legibly printed or typewritten on 8½" x 11" paper, collated in a folder or notebook and must include a completed Nomination Form on the other side of this sheet. The packet becomes the property of the Greater Shelby County, Montevallo and South Shelby chambers and will not be returned. Please provide a file of your company's logo to Jackson Pruettt via e-mail at [jackson@shelbychamber.org](mailto:jackson@shelbychamber.org) when you turn in your packet.

### RECOGNITION

To provide you and your business additional exposure, all Nominees who provide completed nomination forms, will be recognized in the following manner:

- During the Small Business Week Nominees' Reception; Monday May 21, 2018.
- In a special Small Business Week Tab/ Insert featured in *The Shelby County Reporter*;
- In a media advisory/ press release provided to the area media;
- At the Small Business of the Year Awards' Community Luncheon on Wednesday, May 23, 2018 at the Pelham Civic Complex & Ice Arena.
- The Small Business of the Year Award recipients will be announced at the Chamber's Small Business of the Year Awards' Community Luncheon;
- Photographs of the Small Business of the Year Award Recipients will be featured in *Shelby Living* magazine (monthly readership of 24,800+).

### DEADLINE

The completed Nomination Packet must be received (to allow for judging) no later than 5:00PM on Wednesday, April 25, 2018, at the Chamber:

Greater Shelby Chamber of Commerce  
ATTN: Small Business of the Year  
1301 County Services Drive  
Pelham, AL 35124

Fax: 205-663-4524  
Email: [jackson@shelbychamber.org](mailto:jackson@shelbychamber.org)

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Part II. 2018 NOMINATION FORM

Purpose

To support small businesses operating in Shelby County by recognizing successful companies and spotlight the businesses that play a vital role in building our communities and overall economy.

Categories (Mark the Box of ONE Category for Your Submission)

- Category I: 1-5 Total Employees, Open 1 Year or More*
- Category II: 6-10 Total Employees, Open 1 Year or More*
- Category III: 11-20 Total Employees, Open 1 Year or More*
- Category IV: 21+ Total Employees, Open 1 Year or More*
- Category V: Open Less Than One Year, Less Than 25 Total Employees*

A. NOMINEE(S) INFORMATION (Please Print)

Business Name \_\_\_\_\_

Business Representative  
\_\_\_\_\_

Representative Title  
\_\_\_\_\_

Full Business Location Address \_\_\_\_\_

Representative Email Address \_\_\_\_\_

Business Telephone # \_\_\_\_\_ Business Fax # \_\_\_\_\_

B. BUSINESS INFORMATION (Please Print)

Type of Business \_\_\_\_\_

Business Description \_\_\_\_\_

Year Business Began \_\_\_\_\_

C. <u>SALES AND GROWTH</u> (Categories I, II, III & IV)	2015	2016	2017
Total # of Employees/Volunteers	_____	_____	_____
% Sales Volume Increase	_____	_____	_____
Sales Territory	_____	_____	_____

D. CERTIFICATION INFORMATION (Check all the boxes below that apply)

- My business is a current investor in either the Greater Shelby County, Montevallo or South Shelby chambers of commerce.
- My business is not a current investor of the Greater Shelby County, Montevallo or South Shelby chambers of commerce.
- My business has been operating continuously for 1 Year or More (Categories I, II, III & IV).
- My business has been operating for 1 Year or Less (Category V).
- reviewed the "Eligibility" Statement (Part I: Guidelines & Instructions, Eligibility) and agree that my business and owner(s) meet the Qualifications (All Categories).
- completed the Nomination Packet (Part I: Guidelines & Instructions, Nomination Packet and have provided a file of my company's logo.

I certify that these statements and the information provided are correct.

\_\_\_\_\_  
Business Owner's Signature

\_\_\_\_\_  
Date