## THE TONY POOL AWARD GUIDELINES

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## APPLICATION FORM 2018

**The Music Publishers Association’s Tony Pool Award recognises and celebrates the achievement(s) of those who have shown a unique and outstanding contribution(s) to the administrative areas of music publishing industry in memory of Tony Pool.**

Nominees should display an outstanding work ethic and dedication to the music publishing industry either through their achievements, a particular project or overall business impact. The selected nominees should come from those who are actively working in administration for a music publisher.

As an MPA Member you are invited to nominate friends or colleagues who you feel have made an outstanding contribution to the music publishing industry.

The award winner will be announced and presented with their award at the MPA Christmas lunch.

The deadline for all nominations is **5pm on Friday 9th November 2018**

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**1. Nominator criteria:**

Any member of the Music Publishers Association may make a nomination by completing this form and forwarding it to the info@mpagroup.com with the title Tony Pool Award in the subject line. Nominators must have a minimum of 2 years’ experience within the industry to nominate.

**Please note we can only accept a maximum of 2 nominations per organisation.**

**2. Nomination Criteria:**

i) Nominations are invited from the administration departments of music publishers, in particular;

**Legal & Business affairs**

**Copyright**

**Finance**

**HR**

**IT**

**Royalties**

**Sales & Marketing**

ii) Nominees must be over 18 years and have been working in the music publishing industry for a minimum of 2 years.

iii) Nominations may include an individual or individuals / up to 4 members of a team.

**3. Assessment Criteria:**

Outstanding achievement in their field – please give examples

**4. Timings of Nominations:**

The deadline for nominations is 5pm on Friday 9th November 2018

All decisions made by the judging panel and MPA Board are final and not subject to review or appeal.

**5. Short List:**

A short list of 10 will be determined by the Education & Training Committee. The 10 shortlisted nominees will then be forwarded to the executive judging panel for the final decision.

**6. Judging Panel:**

The judging panel will consist of up to 15 senior execs from the music publishing industry.

**7. Prize:**

A Gold Disk with details of the winner and their contribution to the industry

A free ticket to the MPA Christmas Lunch

A profile in the MPA newsletter

Extensive press coverage

Similarly to the MPA Gold Badge Awards, it will be possible for there to be more than one recipient of the award in a year and also years in which there is no winner. This should be up to the discretion of the judging panel.

**NOMINATION FORM – TONY POOL AWARD 2018**

**Please read the accompanying guidance notes before completing this form.**

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| SECTION 1 – THE NOMINEE  |

**Please note we can only accept a maximum of 2 nominations per organisation.**

**I nominate the following person/persons/team for the Tony Pool Award:**

|  |  |  |
| --- | --- | --- |
| Name(s): |   |  |
|  |  |  |
| Job title/Organisation: |  |  |
|  |   |  |
| Address: |  |  |
|  |   |  |
| Telephone no: |  |  |
|  |   |  |
| Email address: |  |  |
|  |  |  |
|  |  |  |

**Provide a brief summary of the nominee’s role and responsibilities:**

*(No more than 250 – 500 words).*

**NOMINATION FORM – TONY POOL AWARD DECEMBER 2018**

**Please give your reasons for this nomination:**

*Please highlight up to* ***three*** *that apply to the nominee.*

* Has exceeded expectations
* Has improved on processes and systems already in place
* Has provided new opportunities to the organisation
* Has implemented new ideas or ways of working
* Any other

**Please expand/give examples on the history of the nominee’s activity/projects in the *three* areas highlighted above including any stats or figures that can support this information:**

*Approximate stats or figures are acceptable (****250 - 500*** *words)*

**Please provide any further information that relates to this award:**

*Please do not repeat information already provided.*

**NOMINATION FORM – TONY POOL AWARD DECEMBER 2018**

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| SECTION 2 – THE ENDORSEMENT  |

**Nominators to complete.**

This endorsement should be given by an individual of appropriate knowledge and standing who has in-depth knowledge of the nominees work (for example, a senior representative or Head of Department).

Please note: nominators may be contacted by the Music Publishers Association as part of the judging process.

|  |  |
| --- | --- |
| Name of Nominator : |   |
|  |  |
| Job title: |   |
|  |  |
| Organisation:  |   |
| Relationship to nominee: |  |
|  |  |
| Address: |   |
| Telephone no: |   |
|  |  |
| Email address: |   |
|  |  |
| Website (if appropriate): |   |
|  |  |

**Please state your reasons for nominating this person/persons /team:**

(no more than **150** words)

**NOMINATION FORM – TONY POOL AWARD DECEMBER 2018**

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| **SECTION 4 – DECLARATION**  |

I confirm that the information I have provided in this application is true and accurate to the best of my knowledge.

I confirm that the Music Publishers Association has permission to use all images and copy submitted as part of this nomination during promotion of the Tony Pool Award. This includes use on [www.mpaonline.org.uk](http://www.mpaonline.org.uk) print collateral, and at the ceremony on 13th December 2018 and external media.

|  |  |
| --- | --- |
| Print Name : |   |
|  |  |
|  |  |
|  |  |
| Date:  |   |

**All decisions made by the Tony Pool Award judging panel and the MPA Board are final and are not subject to review or appeal.**