



Name of the Award: _____

Award recipient's name: _____

Will the recipient be attending the ceremony during the SAA Annual Meeting to accept the award? ___ Yes ___ No

If group or organization, the contact person's name and email:

If group or organization, the person(s) accepting the award:

Press Release Draft (no more than 1 page):

This will be a first draft of the press release.. It should be at least three paragraphs using the template below (find additional guidance by reviewing press releases for past recipients of your award at <https://www2.archivists.org/recognition>).

- *Paragraph 1 should include recipient's name, institution, and description of SAA award (can be copied from previous releases).*
- *Paragraph 2 should describe the recipient's main archival achievements and their significance in relation to this award and the archives profession.*
- *Paragraph 3 should indicate why the recipient is so outstanding and deserving of the award. A quote or two works great here! Consider including a quote from the Subcommittee or excerpting a quote from one of the recipient's supporters in the nomination form or letters of recommendation.*

SAA staff will edit the draft submitted, seek recipient's approval for, and disseminate a final press release.