# 2021 Communicator of Achievement Checklist

Use this handy checklist to help you prepare your Communicator of Achievement nomination:

## Email the following materials by Monday, March 22, 2021 to [nfpwcoa2021@gmail.com](mailto:nfpwcoa2021@gmail.com):

* Official COA entry form – electronic and includes $60 payment
* Brief summary in resumé-style list form of vital information divided among professional, community and NFPW/affiliate service *(one page – 500 words maximum)*
* Narrative about the nominee *(up to four pages – 2,400 words maximum)*
* Endorsements of the nominee *(up to two pages – 1,200 words maximum)*
* Two samples (or excerpts) of nominee’s work *(up to two pages – may include copy excerpts, graphic images/clips or digital links)*
* 150-word biography for *AGENDA* newsletter
* 75-word biography for the conference program
* Color photograph of the nominee in jpg format, at least 300-dpi resolution

## Submission fee:

Visit nfpw.org/coa to make an electronic payment of $60, OR mail a $60 check made out to **NFPW** to:

**NFPW  
140B Purcellville Gateway Dr., Suite 120  
Purcellville, VA 20132**

**Electronic payment or postmark deadline: March 21, 2021**