



**Oklahoma Museums Association**  
**2021 Awards Program**

*Recognizing individuals and groups whose contributions have impacted Oklahoma museums and the museum profession.*

*Honoring the excellence and quality of projects accomplished by members throughout the state.*

## *The Basics*

- The deadline to submit an entry is midnight Monday, June 7, 2021.
- Submissions must be made online. The online submission form automatically shuts down at midnight. Submission in process at midnight may not completely go through.
- Any OMA member may submit. Self-nominating for project categories is encouraged.
- Only one submission per OMA member per project category type is allowed. Example: A museum may submit one entry for Outreach or Education Program and one entry for Publication. A museum may NOT submit two entries under Special Projects even if the projects are different and/or have different project expense levels.
- Submissions are accepted as entered; no changes or additions allowed.
- Submissions entered into the wrong category will not be considered. If you have questions, contact the OMA office at 405.424.7757 in advance of submitting an entry.
- OMA reserves the right to disqualify any entry that does not meet all submission rules.
- A \$25 fee is required for each entry submitted.
- Fee may be paid online with credit card at the time entry is submitted. Fee payments by mail must be postmarked the same day entry is submitted to be considered. Payment in person is not accepted.
- Submitted materials become the property of the Oklahoma Museums Association and may be used at OMA's discretion.
- Judges' decisions are final.

## *Notification and Recognition*

All award entrants will receive status of their entry by July 9, 2021. Awards will be presented at the Awards Celebration Dinner the evening of September 16 in Shawnee, Oklahoma, as part of the Oklahoma Museum Conference.

Nominators submitting Certificate of Recognition or Service to the Profession entries are asked to purchase Awards Celebration Dinner tickets for their nominee(s) should they be selected for the award. Tickets may be purchased from the Oklahoma Museums Association. A link to purchase tickets will be available on the OMA website. For information on the conference, visit [OKMuseums.org/Conference](http://OKMuseums.org/Conference).

## *Awards*

There are two categories of awards - Individual/Group Category Awards and Project Category Awards. Complete details including judging criteria and application materials for each award, appear on the following pages.

### **Individual/Group Category Awards**

- Service to the Profession
- Certificate of Recognition

### **Project Category Awards**

- Exhibit
- Outreach or Education Program
- Promotional Piece
- Publication
- Special Project

## *Individual/Group Category Awards*

### **Service to the Profession**

This award honors an OMA individual member who has distinguished themselves in the field and has helped to significantly advance museum professionalism in the state through participation in professional organizations, especially OMA.

Past award winners include: Pendleton Woods, Peter Tirrell, Kathy Dickson, Sandra Stratton, Dr. Bob Blackburn, Mary Herron, Dr. Carolyn Garrett Pool, Robert Powers, Julie Droke, Cherie Cook, Michael Bruce, Doris McGranahan, Melissa Owens, Jim Goss, Sherri Vance, Dan Provo, Christine Knop Kallenberger, and Tahnee Growingthunder.

#### Judging Criteria for Service to the Profession Award

- Does the nominee have a history of outstanding service and dedication?
- Has the nominee contributed to the museum field through innovative thought and approaches?
- Does the nominee have a clear track record of involvement in local communities?
- Has the nominee promoted professional growth among museum professionals through mentoring and/or organizational and financial support?
- Has the nominee helped advance the institution's mission as it relates to the museum field or public outreach?
- Has the nominee's contribution helped to heighten awareness and interest in the culture of Oklahoma?

#### Nomination Materials for Service to the Profession Award

- Photo (jpg file)
- Short summary (75 word limit) about the nominee to be used for awards recognition if selected.
- C.V. or Resume (pdf file)
- Two letters of recommendation that specify how the nominee has demonstrated exceptional professionalism through the aforementioned criteria (pdf file)

**Enter Service to the Profession Award here.**

### **Certificate of Recognition**

This award recognizes local historians, board members, volunteers, docent groups, funders and other possible nominees who enhance Oklahoma museum with their time and/or financial support. The individual, corporation, foundation, or group nominated for a Certificate of Recognition is not required to be a member of OMA.

#### Judging Criteria for Certificate of Recognition Award

- Does the nominee have a history of outstanding service and dedication?
- Does the nominee have a clear track record of involvement in local communities?
- Has the nominee helped advance the institution's mission as it relates to the museum field or public outreach?
- Has the nominee's contribution helped to heighten awareness and interest in the culture of Oklahoma?
- Has the nominee supported the growth of the museum through their time, expertise, or financial contributions?

#### Nomination Materials for Certificate of Recognition Award

- Photo (jpg file)
- Short summary (75 word limit) about the nominee to be used for awards recognition if selected.
- C.V. or Resume (if applicable)
- Two letters of recommendation that specify how the nominee has demonstrated exceptional professionalism through the aforementioned criteria

**Enter Certificate of Recognition Award here.**

## *Project Category Awards*

Nominated projects must have been completed or in use between January 1, 2019 and June 30, 2021. This is an extended time frame due to interruptions caused by the pandemic in 2020. The institution/individual nominating the project **must** be a member of OMA.

Only **one** submission per OMA member per project category type is allowed. Example: A museum may submit one entry for Outreach or Education Program and one entry for Publication. A museum may NOT submit two entries under Special Projects even if the projects are different and/or have different project expense levels.

### Project Awards

- Exhibit
- Outreach or Education Program
- Promotional Piece
- Publication
- Special Project

Joint projects are accepted. For example, a consultant may be recognized for their work on an exhibit along with the museum. However, both the museum and the consultant must be members of OMA. Both names will appear on any award made. Award winners receive one plaque; additional plaques may be purchased.

A project or multiple components of a project can only be submitted as an entry in **ONE project award**. For example, an exhibition and an exhibition catalog from the same exhibition should be entered together under the Special Project category and not each component separately in the Exhibit and Publication categories. If you have questions, call OMA at 405.424.7757.

For competitive comparison, project awards are judged by the size of the overall project expense, which does include staff salaries.

### Project Expense Level Options

\$0 - \$5,000

\$5,001 - \$15,000

\$15,001 - \$50,000

\$50,000 and over

## Exhibits

Rented/borrowed exhibits are not eligible even if the institution incorporates their own materials. New exhibits or exhibits with a major expansion/addition will be considered (simply switching out objects and labels will not make an exhibit eligible). Gallery interactives and technology related to an exhibit are considered as part of the exhibit and included in this award. **Only one submission per OMA member is allowed in this category.**

Entries with multiple aspects that should be reviewed as a whole, should be submitted as a Special Projects award. For example, an exhibition with an accompanying publication should be submitted together as a Special Projects award not as two separate entries under both Exhibits and Publications.

### Judging Criteria for Exhibit Award

- Does the project benefit the public while meeting institutional mission? Is institutional mission easily identifiable in the exhibition content?
- Is the exhibit innovative in design, content, or audience engagement?
- Did the institution address best practices in access, inclusion of multiple perspectives, and address the needs of existing and potential audiences?
- Are the museum's content and exhibit based on sound primary research that meets appropriate scholarly standards?
- Did the project advance the professionalism of the institution?
- Did the museum assess the effectiveness of the exhibit through evaluation and make modifications as needed?
- Did the organization use technology, interactives, and other methods for engagement in an appropriate way to engage its various audiences?
- Is the project an outstanding example in its category?

### Nomination Materials for Exhibit Award

- Photos to adequately demonstrate nature of project (max 12 photos in one pdf document).
- Short summary (75 word limit) about the exhibit to be used for awards recognition if selected.
- Narrative (250 word limit) outlining project development, exhibit goals and objectives, description of how this project meets institutional mission, and targeted audience.
- Sample of label copy.
- Project expense list
  - Must include staff salaries. To determine, use an estimated number of staff hours used on the project multiplied by a fair estimation of staff wage. List the total number of staff hours used in the determination and list the total dollar amount as Staff Salary Expense.
  - Include the amount of any goods and services for which you did not have to pay because they were provided as in-kind donations. List the total dollar amount as In-Kind Expense.
  - Include all other expenses (e.g., postage, printing, supplies, payments to consultants/contract workers, etc.).
  - Include a list of staff/volunteers and their project role.

**Enter Exhibits Award here.**

## **Outreach or Education Program**

Education programs, festivals, workshops, performances, printed or digital curriculum, etc. New outreach or education programs only, unless it is a major expansion/addition to an existing outreach or education program. **Only one submission per OMA member is allowed in this category.**

### Judging Criteria for Outreach or Education Program Award

- Does the project benefit the public while meeting institutional mission? Is institutional mission easily identifiable?
- Does this project clearly meet the museum's overall education goals and directly support the museum's mission?
- Is the education program innovative, original, and creative? Does it break new ground for Oklahoma museums?
- Is the content or programming based on sound primary research meeting appropriate scholarly standards?
- Did the museum assess the effectiveness of the educational program through evaluation and make modifications as needed?
- Was the educational program appropriate for the audience identified?
- Is the project an outstanding example in its category?

### Nomination Materials for Outreach or Education Program Award

- Photos to adequately demonstrate nature of project (max 12 photos in one pdf document).
- Short summary (75 word limit) about the program to be used for awards recognition if selected.
- Narrative (250 word limit) outlining project development, educational goals and objectives, description of how this project meets institutional mission, and targeted audience.
- Project expense list
  - Must include staff salaries. To determine, use an estimated number of staff hours used on the project multiplied by a fair estimation of staff wage. List the total number of staff hours used in the determination and list the total dollar amount as Staff Salary Expense.
  - Include the amount of any goods and services for which you did not have to pay because they were provided as in-kind donations. List the total dollar amount as In-Kind Expense.
  - Include all other expenses (e.g., postage, printing, supplies, payments to consultants/contract workers, etc.).
  - Include a list of staff/volunteers and their project role.

**Enter Outreach or Education Program Award here.**

## Promotional Piece

Brochure, invitation, press kit, poster, website, video, commercials, advertising, etc. Excludes social media. Please see the Special Projects category for social media entries. **Only one submission per OMA member is allowed in this category.**

### Judging Criteria for Promotional Piece Award

- Does the project benefit the public while meeting institutional mission? Is institutional mission easily identifiable?
- Is the brochure, invitation, press kit, poster, website, video, commercial, advertising, etc. creative, innovative, and original?
- Is the project clear and easy to use or access by multiple audience types?
- Does the project follow best practices in design?
- Is the project visually appealing?
- Does the museum demonstrate consistent high quality with this project?
- Does the promotional piece adequately demonstrate the theme, topic, or content intended?
- Is the project an outstanding example in its category?

### Nomination Materials for Promotional Piece Award

- Photos (max 12 photos in one pdf document), digital copy, or online access (provide url) to promotional/advertising piece, website, video or commercial to adequately demonstrate nature of project.
- Short summary (75 word limit) about the program to be used for awards recognition if selected.
- Narrative (250 word limit) outlining project development, promotional goals and objectives, description of how this project meets institutional mission, and targeted audience.
- Project expense list
  - Must include staff salaries. To determine, use an estimated number of staff hours used on the project multiplied by a fair estimation of staff wage. List the total number of staff hours used in the determination and list the total dollar amount as Staff Salary Expense.
  - Include the amount of any goods and services for which you did not have to pay because they were provided as in-kind donations. List the total dollar amount as In-Kind Expense.
  - Include all other expenses (e.g., postage, printing, supplies, payments to consultants/contract workers, etc.).
  - Include a list of staff/volunteers and their project role.

**Enter Promotional Piece Award here.**

## **Publication**

Magazine, exhibition catalogue, print/online newsletter, etc.

Entries with multiple aspects that should be reviewed as a whole, should be submitted as a Special Projects award. For example, an exhibition with an accompanying publication should be submitted together as a Special Projects award not as two separate entries under both Exhibits and Publications.

**Only one submission per OMA member is allowed in this category.**

### Judging Criteria for Publication Award

- Does the project benefit the public while meeting institutional mission? Is institutional mission easily identifiable?
- Is the magazine, exhibition catalogue, newsletter, etc. creative, innovative, and original?
- Is the project clear and easy to use or access by multiple audience types?
- Does the project follow best practices in graphic design?
- Is the project visually appealing?
- Does the museum demonstrate consistent high quality with this project?
- Is the project's content based on sound primary research meeting appropriate scholarly standards?
- Is the project an outstanding example in its category?

### Nomination Materials for Publication Award

- Photos (max 12 photos in one pdf document), digital copy, or online access (provide url) to magazine, exhibition catalog, newsletter, etc. to adequately demonstrate nature of project.
- Short summary (75 word limit) about the program to be used for awards recognition if selected.
- Narrative (250 word limit) outlining project development, publication goals and objectives, description of how this project meets institutional mission, and targeted audience.
- Project expense list
  - Must include staff salaries. To determine, use an estimated number of staff hours used on the project multiplied by a fair estimation of staff wage. List the total number of staff hours used in the determination and list the total dollar amount as Staff Salary Expense.
  - Include the amount of any goods and services for which you did not have to pay because they were provided as in-kind donations. List the total dollar amount as In-Kind Expense.
  - Include all other expenses (e.g., postage, printing, supplies, payments to consultants/contract workers, etc.).
  - Include a list of staff/volunteers and their project role.

**Enter Publication Award here.**



## Special Project

This category is for projects that are stand-alone that do not meet the criteria of the other award categories **OR** for projects that have multiple components. For example, an exhibition with an accompanying publication should be submitted together as a Special Projects award not as two separate entries under both Exhibits and Publications.

Projects in this category might be conservation, preservation, historic preservation, documentaries, blogs, interactive games, social media, etc. A project with multiple components should be listed under this category, such as an exhibition with a conservation project attached, or a website created for exhibition research and curriculum, etc. **Only one submission per OMA member is allowed in this category.**

### Judging Criteria for Special Projects Award

- Does the project benefit the public while meeting institutional mission? Is institutional mission easily identifiable in the exhibition content?
- Is the project innovative?
- Did the institution address best practices in implementing the project?
- Was the project based on sound primary research meeting appropriate scholarly standards or on best practices in preservation?
- Did the project advance the professionalism of the institution?
- Did the museum assess the effectiveness of the project through evaluation and make modifications as needed?
- Is the project an outstanding example in its category?

### Nomination Materials for Special Projects Award

- Photos (max 12 photos in one pdf document), digital copy, or online access (provide url) to documentaries, blogs, social media, etc. to adequately demonstrate nature of project.
- Short summary (75 word limit) about the program to be used for awards recognition if selected.
- Narrative (250 word limit) outlining project development, project goals and objectives, description of component parts, description of how this project meets institutional mission, and targeted audience.
- Project expense list
  - Must include staff salaries. To determine, use an estimated number of staff hours used on the project multiplied by a fair estimation of staff wage. List the total number of staff hours used in the determination and list the total dollar amount as Staff Salary Expense.
  - Include the amount of any goods and services for which you did not have to pay because they were provided as in-kind donations. List the total dollar amount as In-Kind Expense.
  - Include all other expenses (e.g., postage, printing, supplies, payments to consultants/contract workers, etc.).
  - Include a list of staff/volunteers and their project role.

**Enter Special Project Award here.**

## **Sample Project Expense List**

Total All Project Expenses: \$7,925

Construction/Building Materials: \$0

In-Kind Donations: \$3,500

Postage: \$100

Printing: \$800

Supplies: \$575

Other: Contract Design \$1,700

Other: Staff Travel to Present Programs \$350

Staff Salary: \$1,250

Total estimated number of staff hours used on the project: 125

### List of Project Staff/Volunteers

Mary Smith, Registrar - exhibit planning, installation

Joe Johnson, Curator - exhibit research, design, installation

Bill Jones, Communications - graphic design, member mailing

Elizabeth Adams, Volunteer - member mailing