

ASID Fellowship and Honorary Fellowship Nomination Checklist

Introduction: Sponsor/Nominator Information

- Nomination Type (Chapter or ASID Individual Professional Member or Fellow)
- Sponsor/Nominator's Contact Information
 - If by Chapter, select a Professional Member in good standing to act as a single sponsor from the nominating Chapter.

Section One: Nominee Profile

- Fellowship Type (Fellow or Honorary Fellow)
- Nominee's Contact Information
- Nominee's Chapter and Year Became a Member (*if applicable*)
- Nominee's Photo (hi-res, if available)
- Nominee Educational Background
- Nominee State(s) or territory(ies) where registered or licensed to practice interior design (*if applicable*)
- How Nominee is engaged in the profession of interior design (i.e. practitioner, educator, etc.)
- Statement of Achievement (500 word limit)

Section Two: Documentation of Design Work and Accomplishments

- Up to five (5) photographs or drawings that exhibit the nominee's design work, the work of the nominee's firm or the work of others in which the nominee has played a leading role. You may upload images as one file, or individually (PDF or JPEG accepted). (*Not applicable to Honorary Fellow nominees*)
- Image Description Legend (Upload PDF) (*Not applicable to Honorary Fellow nominees*)
 - Each image description requires the following information:
 1. Name of the Project
 2. Completion Date
 3. Brief Synopsis
 4. Awards Received and/or Publications
- List of industry contributions, such as books, articles, or research documents written by or about the nominee (*if applicable*)
- List of significant awards, honors, and recognition the nominee has received
- List of volunteer contributions the nominee has participated in
- If needed, attach a list of additional articles, leadership, recognition, and service contributions (Upload PDF)

Section Three: References

- Reference Signatures (Upload PDF)
 - Chapter Sponsor only require reference signature of Chapter President or President-Elect ([Download here](#))
 - Individual Professional Member or Fellow Sponsor must include ten (10) reference signatures from Professional Members OR five (5) reference signatures from Fellows (All reference signatures must include name, address, ZIP code, and telephone numbers for verification. *Please note, signatures do not have to be submitted on one form, and can be compiled by the sponsor after all have been received.*) ([Download here](#))
- Seven (7) Reference Letters (**Four (4) of Seven (7) Letters required to be from Fellows**)
- Sponsor Reference Letter (in addition to the Seven (7) Reference Letters) (Upload PDF)
- Signed Sponsor Agreement (Upload PDF; [download here](#))