



**State of Missouri  
2007 Governor's Award for Quality and Productivity  
Nomination Checklist**

**The Nomination Checklist is for your assistance to ensure that you have completed all parts of the nomination package. Do not include this checklist with nomination packet.**

- Ensure names of all team members have been included on your nomination. Once the nomination has been submitted no additional names can be added.
- Ensure all names are spelled correctly. (Verify spelling of all team members names)
- Include the job titles and agency/organization of all team members
- Complete the Executive Summary. Why this project is exceptional, why the citizens of Missouri should be proud of this team, and why the accomplishments are beyond regular responsibilities.
- Electronic forms can be downloaded at <http://www.training.oa.mo.gov/erp/2007NominationForm.doc> or type responses to all questions (reference each section and number clearly) and attach responses to an original or photocopy of the nomination form.
- Confirm point of contact and telephone number.
- Forward completed nomination packet to agency coordinator for verification.

For more information visit the web site listed below or contact:

*GAQP State Program Coordinator  
Denise Osborne  
573-526-4554  
Denise.Osborne@oa.mo.gov*

<http://www.training.oa.mo.gov/erp/index.shtml>