

MONTANA COWBOY HALL OF FAME

Class of 2023 Induction Nomination Guidelines

“Seeking all Montanans who have made notable Western heritage contribution”

It is time to begin the 2023 MCHF Inductee nominations. An unlimited number of living and legacy nominations may be submitted from each of the twelve MCHF districts. From the nominees of each district, inductees will be chosen by votes cast by the MCHF Trustees who represent their district for the year 2023. In the case of a tie, a board approved committee at large will decide the tiebreaker. Nominations that were not chosen in the years 2020 or 2022 may be placed under consideration for re-nomination. (There was not a 2021 Class of Inductees due to COVID restrictions)

Instructions for 2023 Nomination or Re-submission:

Contact the MCHF & WHC at christy@montanacowboyfame.org or by calling the MCHF Field Office at (406) 653-3800 well in advance of the submission deadline to express your intent to nominate.

Permission must be obtained from the person you are considering nominating as a Living Inductee. They must have the opportunity to review their biography and give final approval prior to submission.

- A) Each nomination must include a **Cover Page** containing:
1. Nominee’s name or title (Teddy Blue Abbot, Point Hotel, etc.), MCHF district, category (Living or Legacy), and residence (area/town/county) from which nominated.
 2. Name, address, telephone number, and email address of person(s) submitting nomination, person being nominated (Living) and next of kin, friend or representative (Legacy) who will accept induction certificate.
- B) Each nomination must include a **Biography** (2-page limit) and C) **Photograph(s)**:
1. Biography title must include current nomination year; category (Living or Legacy), and MCHF district. Biography must include full name of inductee; birth and death date (when applicable) date, year established, or era of operation.
 2. The biography must be sent in Word format, Justified text and Cambria (Times New Roman) 12-point font. Top and bottom margins at 1 inch and side margins 1.25 inches.
 3. Biography must be written in third person, with focus on the nominee’s factual history (no side stories at length about brothers, sisters, friends, or others, unless significant to the life of the nominee). Humor is welcome.
 4. If written or published material is used to compile the nomination, references must be listed at the end of the document. Support material will be made available upon request.
 5. Quality print-ready photograph(s) must be emailed with the biography in jpg format. Include photographer credit where applicable. (You may layer photos into one composite – see inductee photos on website)
 6. A review of past inductee biographies is helpful when writing your nomination. Please take the time to review examples on www.montanacowboyfame.org under subtitle Hall of Fame.
 7. If nominee is chosen for induction, they will be recognized at the MCHF induction ceremony on **Feb. 11, 2023.** Please notify guests of **date** so they may mark their calendar for attendance if nominee is chosen for induction.

To submit: Send nomination (cover page, biography & photo) as separate documents attached in one e-mail. Nomination documents are required to be e-mailed to christy@montanacowboyfame.org **after May 1 and before July 29, 2022**, at which time biographies will be reviewed by volunteer editors. **Projection dates:** Ballots and biographies will be prepared and mailed to the MCHF & WHC Trustees for voting, with return date of **September 16th**. A press release announcing the 2023 Inductees will be issued to MCHF media outlets by **October 3rd**. To nominate or for questions regarding a nomination please contact the MCHF at christy@montanacowboyfame.org or by calling the field office at (406) 653-3800.