



# McKissick Museum

## College of Arts and Sciences

### ***INSTRUCTIONS FOR COMPILING A JEAN LANEY HARRIS FOLK HERITAGE AWARD NOMINATION***

***These are the required materials for any nomination:***

1. Nomination Form
  2. Narrative
  3. Letters of Support & Letter of Support Contact List
  4. Support Materials
- 

#### **1. NOMINATION FORM**

This form—submittable in hard copy or electronic form--gathers basic information about your nomination, including contact information for the nominee and nominator, as well as the nomination category (Traditional Artist, Traditional Arts Organization or Advocate). It also includes a place to provide the required Letter of Support Contact List and the List of Support Materials being submitted.

---

#### **2. NARRATIVE**

The narrative can be submitted in hard copy or electronic form as pdf, docx, or txt files. It should make the case for the nominee's outstanding contributions to the traditional arts in South Carolina and how their work has enriched the lives of those in their community and across the state. Where possible, please use specific examples and anecdotes to demonstrate your points.

The narrative must be no more than two pages, with at least 12-point type and one-inch margins, and **should address the following points:**

If nominating a **traditional artist**:

- Explain how the artist learned the traditional art form. For example, did the nominee learn this tradition through apprenticeships or an informal learning process, rather than through formal education? Provide details.
- How long has the nominee practiced this tradition?
- Does the art form practiced by the nominee have a history in their community?
- Describe the significance of the traditional artist or organization in maintaining the traditional art or moving it to higher levels of artistic achievement.
- Do others who practice this art form recognize the nominee as a master of this tradition? Please explain.
- In addition to these questions, answer the questions in the “For all nominees” section below.

If nominating a **traditional arts advocate**:

- Has the nominee raised the level of awareness about a particular tradition? Explain how.
- Describe the advocate’s significance in supporting this South Carolina tradition and presenting it to a wide audience.
- Is the nominee recognized for their support by members of the community in which the art is traditionally practiced? Please share information about this community and the nominee’s relationship to it.
- In addition to these questions, please answer the questions from the “*For all nominees*” section below.

**For all nominees:**

- Does the art form practiced or supported by the nominee have an historic connection to a South Carolina community? What is the significance of this tradition to the state’s cultural heritage?
- What is the importance of the tradition to the community in which it is practiced?
- Have others benefited in any way from the nominee’s skills or knowledge? Please provide details.

**Be sure you answer the questions asked in this section!** If the requested information is not provided, the advisory committee will not be able to review the nomination.

---

### **3. LETTERS OF SUPPORT**

You may provide up to 10 *current* letters supporting the nomination. Letters can be submitted in hard copy form or as electronic files in pdf, docx or txt formats. They should reinforce points in the narrative regarding the nominee's knowledge, contributions, achievements, influence and community involvement, and should provide specific examples whenever possible.

Please use the **Letter of Support Contact List** in the Nomination Form to provide contact information for each person who has written a letter of support. If submitting electronic copies of Letters of Support, each letter must have a file name containing the letter writer's name. For example, the files names might be Jones\_letter, Smith\_letter, etc.

---

### **4. SUPPORT MATERIALS**

Support materials should reinforce and expand on the information provided in the narrative and letters of support. A nominee cannot be evaluated without support materials.

If you have questions concerning this requirement, please contact Jane Przybysz at 803-777-7251 or [jprzybys@mailbox.sc.edu](mailto:jprzybys@mailbox.sc.edu) well in advance of the deadline. Support materials may include, but are not limited to:

- Audio recordings (may be submitted as audio files on a CD/DVD or thumb drive appropriately packaged and mailed to McKissick Museum OR uploaded to Dropbox);
- Video recordings (may be submitted as audio files on a CD/DVD or thumb drive appropriately packaged and mailed to McKissick Museum OR uploaded to Dropbox);

- Publications such as newspaper or magazine articles (may be submitted as a hard copy via the mail or uploaded as image files to Dropbox)
- Photographs (may be actual photos mailed to McKissick Museum or digital image files in jpg format submitted on a cd or thumb drive and appropriately packaged and mailed to McKissick Museum OR uploaded to Dropbox)

## Support Material Instructions

- Do not submit Facebook or other social media links, as not all panelists who will review this material may have access to these platforms.
- The advisory committee will review many nominations and may not have time to look at every piece of support material in its entirety. *Please make sure that support materials are of high quality and brief, and that they convey their support of the nomination in a concise and effective way.*
- Please provide **no more than 10 total pieces of support material**. For example, one audio file, one video, one photograph, or one article would each be considered different pieces of support material. “Audio file” refers to one track or song, not an entire CD. You are encouraged to submit audio and/or video clips no longer than three minutes in length. If submitting longer work samples, please identify a brief excerpt that represents the nominee’s best, most relevant work and indicate the excerpt location in the recording (i.e. 3:02 to 5:20, etc.).
- Each item of support material submitted digitally must have a file name containing the nominee’s name and a number corresponding with the Support Materials List in the nomination form. For example, the file names might be Smith\_1, Smith\_2, etc. Please refer to the “Support Materials” portion in the nomination form for details about the types of formats and the information required with your application.
- Submitted materials (CD/DVD, thumb drive, or hard copy) will not be returned.

## How to Submit a Nomination

Nominations must be *received* by mail by 5 p.m. ET on Friday, November 5, 2021 addressed to:

Jane Przybysz  
McKissick Museum  
University of South Carolina  
816 Bull Street  
Columbia, SC 29208

OR

Nominations must be *received* electronically by 11:59 p.m ET on Friday, November 5, 2021 by email addressed to Jane Przybysz at [jprzybys@mailbox.sc.edu](mailto:jprzybys@mailbox.sc.edu) with support materials submitted via Dropbox.

If you or anyone writing a letter of support needs help submitting nomination materials, please contact Jane Przybysz at 803-777-7251 or [jprzybys@mailbox.sc.edu](mailto:jprzybys@mailbox.sc.edu).