ELIGIBILITY ENTERING INSTRUCTIONS

1. **ENTERING, NOMINATING & VOTING**: There is a two-step process in the total Awards entry process. First, record companies can enter their artists online. These online entries must contain accurate information in each field and **MUST have been released, sold and played nationally during the eligibility period of July 1, 2012 to September 30, 2013**. Eligible entries **MUST chart in the top 25 for at least four (4) weeks on at least two of the Nielsen charts (Billboard, SoundScan & BDS) during the eligibility period.**

2. The second step in the process is for each record company to mail in the Entry Form (which should be downloaded online) along with two (2) copies of the product and the SAGMA membership form (which should be downloaded online) & ***non-refundable*** fee of $85 for each artist submitted. Online entries from recording companies will be screened for correct category placement and duplicate entries within categories will be removed from the inappropriate category. The entries will be reviewed to make sure they meet the eligibility criteria of **having been released, sold and played nationally during the eligibility period of July 1, 2012 to September 30, 2013**. Eligible entries **MUST chart in the top 25 for at least four (4) weeks on at least two of the Nielsen charts (Billboard, SoundScan & BDS) during the eligibility period.** Each category is limited based on the dictate and discretion of the Stellar Awards Nomination Committee therefore all entries **will not** be included on the ballot. Technical quality, lyrics, voice quality, charting duration, project content and charting performance will be reviewed for inclusion on the ballot. ***Eligible*** entries will be compiled into an entry list for the initial ballot. All Stellar Awards Nomination Committee selections are final.

3. An **ARTIST** may be a solo artist, a duo/group, member of a vocal collaboration, choir or various artists (which may be the case for certain album entries). Please enter each different recording for a particular artist as a separate online entry.

   Each recording you list for a particular artist may be entered in various categories. For example, an album may be entered as Traditional CD of the Year and as Best Traditional Male Vocalist or Group/Duo of the Year.

4. Special awards will be presented during the *Stellar Awards* program. These awards will be selected from the input and recommendations from the Producers of the Stellar Awards. The Special Award categories are:

   a. The James Cleveland Lifetime Achievement Award
   b. The Thomas A. Dorsey Most Notable Achievement Award
   c. The Ambassador Dr. Bobby Jones Legends Award

5. **PRODUCT REQUIREMENT FOR JUDGING AND ELIGIBILITY VERIFICATION: PLEASE PROVIDE THE ENTRY FORM AND TWO NON-RETURNABLE CDs OF EACH RECORDING ENTERED ON THE ONLINE ELIGIBILITY FORM. TWO NON-RETURNABLE DVDs SHOULD BE SUBMITTED FOR THOSE PROJECTS ENTERED FOR "MUSIC VIDEO OF THE YEAR – SHORT AND LONG FORM". THE ENTRY FORM, PRODUCTS, AND SAGMA APPLICATION AND NON-REFUNDABLE MEMBERSHIP FEE SHOULD BE SENT TO THE CCP OFFICE ADDRESS LISTED BELOW**.

   Your efforts in supplying the *Stellar Awards* with product and complete label information for your entries are much appreciated and will help us greatly. ***In cases where the recording you have entered has been distributed by an independent record label, please provide us with the address, phone number, email address and fax number of that label.***

6. **Please return your completed entry form along with the required amount of product and SAGMA Application and non-refundable membership fee postmarked no later than October 1, 2013.**