

# MEMORANDUM

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**TO:** *Interested Persons/Groups*  
*After your Nominee Has Been Selected as A Honoree*

**FROM:** *Fresno County Women Lawyers*

**RE:** *Suggested Profile Outline*

**Instructions:** 1) *View the Biographical Statements Currently on the 6<sup>th</sup> Floor of the Courthouse*  
2) *Write a Biographical Statement which includes the information highlighted below*  
3) *Submit a completed Biographical Statement to \_\_\_\_\_  
in Word or Wordperfect by email attachment to \_\_\_\_\_*

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**A. BACKGROUND – Family**

1. Birth Name / Married Name
2. Date of Birth / Date of Death
3. Parents Name and background (i.e., from Fresno, first generation, occupation)
4. Siblings
5. Children -- Anything special
6. Relatives -- Influential on the Nominee
7. Is there a saying or philosophy that is associated with the honoree or lessons to be learned from the honorees life (humble beginnings and overcame hurdles?)

**B. BACKGROUND – Education including dates**

**C. BACKGROUND – Employment including dates**

**D. BACKGROUND – Volunteer including dates and position**

**E. CONTRIBUTION – Fresno**

**F. KNOWN FOR – i.e., sense of humor or something personal followed by**

- G. SOMETHING PERSONAL – Personal story of Nominee**
- H. MAY HAVE A EVENT THAT OCCURRED WHERE THE NOMINEES CONDUCT PROVIDES WHICH REVEALS SOMETHING ABOUT THE NATURE OF THE NOMINEE OR WORDS OF WISDOM**
- I. LIST SOURCE SOF INFORMATION AND WHO WROTE THE PROFILE – CONTACT INFORMATION**
- J. MEMORBALLIA – ART OR ARTIST WHICH THE PUBLIC WILL ASSOCIATE WITH THE HONOREE AND HOW DO WE OBTAIN IT (DONATION, PURCAHSE, HAVE IT CREATED)**
- K. IDENTIFY WHO IS THE PERSON OR GROUP THAT NOMINATED HONOREE**
- L. IF THE HONOREE IS STILL ALIVE, PROVIDE CONTACT INFORMATION.**
- M. LENGTH OF BIOGRAPICAL STATEMENT SHOULD BE 1 TO 2 PAGES SINGLE SPACED.**
- N. LIST ANY ARTICLES WHICH HAVE PULISHED ABOUT THE HONOREE AND WHERE AN ORIGINAL MAY BE OBTAINED AND WHETHER YOU HAVE ACCESS TO A COPY**
- O. LIST ANY AWARDS THE HONOREE HAS RECEIVED**