

The outline process is as follows:

- **the nominator sets out in writing reasons why the individual deserves acknowledgement**
- **the SBC museum service provides an objective written commentary taking into account the specified judgement criteria**
- **a small cross party group periodically considers the submissions and makes recommendations**
- **relevant Council Officers implement those recommendations as resources and opportunities allow**

Determining significance

A matrix score is determined by which an individual's significance should be judged using 2 criteria:-

1. Level of importance - The impact level of them or their achievements, and the respect with which they are held as a result, being judged local, regional, national, or international.
2. Relevance to Stockton-on-Tees – What is their connection to Stockton?
 - a) Born or died here only; lived here a short while, or tenuous association with the place
 - b) Not born here, did not live here, but the work/event for which they are known took place here
 - c) Born and/or lived here but the work for which they are known took place elsewhere
 - d) Born and/or lived here and the work for which they are known took place here

The above categories are suggested in order of importance with a) scoring the lowest and d) justifying the greatest commemoration.