Your Name

Your Address

Your City & Zip Code

Today’s Date, 2017

Dear URPA Member

In recognition of outstanding work for the Parks and Recreation profession I would like to nominate your facility for consideration of the 2018 URPA **Outstanding Facility Award**. Your 250 word or less statement of why this facility should receive the award.

Nominations require detail and a thorough understanding of each applicant so that the Past President’s Award Selection committee can select a winner for each category. Please help me complete your nomination by providing the information requested below:

1. Please provide a complete description of the facility being nominated.
2. Please share the exceptional innovations and architectural features incorporated into the development of this facility.
3. Please describe any significant and identifiable cost savings associated with this facility.
4. Please describe how this facility has significantly addressed critical needs within the community or has provided new or unique service to special populations, such as adaptive programming, etc.
5. Please identify new or unique services that the facility has enabled you to provide as a result of its development.
6. Please explain any significant expansion or modification of existing facilities and/or programs.
7. Please describe all design features that make the facility more sustainable, energy-efficient, or even LEED-certified.
8. Please **attach a photo of the Facility** to include in the awards banquet program.

All awards will be presented during the Annual Utah Recreation and Parks Association Conference at the awards banquet at the Utah Valley Convention Center in Provo Utah, on March 14th 2018. I encourage you to attend our state conference. Your name, photo and nomination will be in the awards banquet program.

Thank you for your input on this nomination and for all the work you do to make your parks and recreation organization stand out above the rest.

Sincerely,

Your name

Your title