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 program for consideration of the 2018 URPA **Outstanding Special Event**. Your 250 word or less statement of why the program 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 special event being nominated.
2. Please provide a list of any partners participating in the provision of the nominated special event.
3. Please describe the extent of the population served by the nominated special event.
4. Please highlight the exceptional qualities of the event being nominated. If it's an existing event, explained how it has significantly expanded or been modified from the original event.
5. Please provide an account of how the nominated event has provided substantial cost savings, has been in response to a critical need in the community, or is providing new or unique service to special populations, such as adaptive programming, etc.
6. Please describe any aspect of the event that is "innovative" in its approach.
7. Please **attach a photo of the event** 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