



# OKLAHOMA CHAPTER AWARD NOMINATIONS

## SUBMITTAL REQUIREMENTS

**All nominations must be submitted in electronic format through the OKAPA Chapter Dropbox. No hard copies of any nomination materials will be accepted.** Your project folder must be labeled with the appropriate award category and name of the project (Ex: Outstanding Plan City of X Comp Plan). If nominating for multiple categories please create separate folders. Please place each of the following electronic files in separate folders within your project folder in the Dropbox.

**NOMINATION FORM:** The completed APA Oklahoma Awards Nomination Form.

**SUMMARY DESCRIPTION:** One-page summary description of the submission or in the case of an individual, a one-page resume. If chosen as the award winner, portions or all of the summary description may be used for the video presentation at the Awards ceremony.

**AWARD CRITERIA:** One- or two-page explanation demonstrating how the submission specifically meets each criterion in the order listed under each award category.

**LETTER(S) OF SUPPORT:** A least one (1) but no more than three (3) one-page letters in support of the entry from someone familiar with the nomination but other than the nominator and/or staff/consultant.

**PROJECT OR PLAN:** A digital copy in PDF format of the document for which the nomination is submitted. If nominating a long document or a series of plans, please save them as a single PDF. Please do not provide a separate PDF for each chapter or graphic.

**IMAGES:** Up to Ten (10) high-resolution (1024x768 or larger) digital images in JPEG format of project-related images, such as photos, renderings, maps or other graphics. The images should be representative of the nominated project, person, process, or program. Please also include a document that lists image names and a brief caption for each image. Do not submit pdfs, a PowerPoint presentation or slides for this item. Quality is important because the images will be used in the awards PowerPoint presentation and newsletter. Outstanding Citizen Planner Award nominations need only to supply two to three images of the individual nominated.

## SUBMITTAL METHODS

**Nomination Package Submittal:** For access to the drop box link please contact [Danielle Barker](#).

**Submittal Dates:** July 14, 2017 through 10 pm August 18, 2017

**APA Oklahoma will confirm receipt** of your submittal, through e-mail, by 5pm on August 21, 2016.

**Questions or Issues with Dropbox Submittals?** Contact Danielle Barker by email at [danielle.barker@bethanyok.org](mailto:danielle.barker@bethanyok.org).

*Awards Committee will resolve any questions regarding eligibility and submittal concerns.*



American Planning Association  
**Oklahoma Chapter**

*Making Great Communities Happen*

# OKLAHOMA CHAPTER AWARD NOMINATION FORM

## NOMINATED PROJECT

Category: \_\_\_\_\_ Outstanding Public Outreach, Program, Project, Tool, Community Initiative  
\_\_\_\_\_ Outstanding Plan \_\_\_\_\_ Outstanding Citizen Planner \_\_\_\_\_ Outstanding Student Project

Plan/Project Title: \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_\_

Plan/Project Sponsor or Jurisdiction: \_\_\_\_\_

Other Agencies or Firms Involved (Name and Organization/Firm): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## NOMINATOR

*The Nominator will be considered the primary contact to the Chapter for all decisions made on this nomination.*

Name: \_\_\_\_\_

Title/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## SIGNATURE

*I acknowledge that the submitted work was done by the parties credited in this Awards Application Form, and that the work meets the eligibility and nomination submittal requirements. I understand that all winning documents will be placed on the Oklahoma Chapter website under Award Winners.*

\_\_\_\_\_

Signature of Nominator

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name of Nominator