

PURPOSE

The purpose of the Outstanding Program and Special Event Awards is to honor public agencies for outstanding and unique achievements in program development and implementation and special event planning.

ELIGIBILITY

Agencies that are members of IAPD or that employ IPRA members are eligible to enter. The nominated program/event must have taken place during the 2005 or 2006 calendar year.

CATEGORIES

- A. **Special Events Category:** A special event is a one-time occurrence, although the event may take place over a few days such as a festival.
- B. **Ongoing Program Category:** An ongoing program is a multiple-day activity, such as a program which meets for four, six, or eight weeks.

JUDGING

The IPRA Awards Committee will select a panel of experts to judge all entries. There will be a maximum of one award in each award category per division.

PRESENTATION OF AWARDS

Awards are not presented at the conference luncheon, however recipients are recognized during luncheon proceedings. Winners will be given the option to purchase additional plaques. Plaques will be delivered directly to the winning agency.

PREPARATION OF ENTRY

Six (6) identical portfolios must be submitted according to the entry specifications provided. All materials submitted become the property of IPRA. Portfolios must be prepared by the submitting leisure service agency.

*An electronic file by the winning agency will be requested for posting on the IPRA website and library if available.

Nomination portfolios received after the deadline will be subject to a 10-point penalty, if accepted at all.

Thank you for participating in the IPRA Awards and Recognition Program. **Official Entry Forms and nomination portfolios must be RECEIVED by OCTOBER 31, 2006.** Call to confirm if you are mailing your entry.

Phone: 630-376-1911 **Fax:** 630-376-1919

Postal mail or drop-off submission to: IPRA, 1815 S. Meyers Rd. Suite 400, Oakbrook Terrace, IL 60181

ENTRY SPECIFICATIONS

To receive full point value for each specification, all requested information must be included. **ADDITIONAL MATERIALS WILL NOT BE CONSIDERED.** A single entry with no competition within a Division is required to meet a minimum standard in order to win.

1.	Nomination portfolio is not to exceed 8 1/2" x 11"	5 points
2.	The entire portfolio is not to exceed 20 pages, single-sided or 10 pages back-to-back, inclusive of narrative and additional support materials, i.e. brochures, flyers, photos. The narrative must be double-spaced and pages must be numbered. All material must be placed in a flat binder. No three ring binders.	10 points
3.	Materials used to promote and publicize the program such as flyers, brochures, photos, news clippings, etc. must be submitted and are included in the maximum page count. (No videos, no digital files accepted.)	10 points
4.	Grammar, spelling and punctuation.	5 points
5.	Six (6) identical portfolios must be submitted and arranged with criteria headings in the order below:	<u>5 points</u>
	TOTAL	35 points

CRITERIA

Award Entries will be judged on the following criteria. **PLEASE WRITE YOUR NARRATIVE USING THE FOLLOWING NINE CRITERIA AS "CHAPTER HEADINGS".** Emphasis and care should be placed on this part of the entry.

1.	Reasons for initiating the program or special event	10 points
2.	Statement of program or special event goals and objectives	10 points
3.	Unique and outstanding features of the program or special event	10 points
4.	Utilization of volunteers and/or community resources.	10 points
5.	Copies of program budget, expenditures, revenues (if applicable) and cost per participant for entire program or special event	10 points
6.	Number of participants, spectators, and size of program or special event target group	5 points
7.	Effectiveness in meeting stated goals and objectives	10 points
8.	Steps taken toward ADA compliance	5 points
9.	Statement of the overall impact of the program or special event and why it is deserving of this award	<u>25 points</u>
	TOTAL	95 points

MAXIMUM POSSIBLE 130 POINTS