



# Orange Section Awards Nomination Form

Due by 5 PM on March 7, 2014

## NOMINATION CONTACT PERSON

- a. Name of Nominator: \_\_\_\_\_
- b. Company or Organization: \_\_\_\_\_
- c. Street Address: \_\_\_\_\_
- d. City/State/Zip: \_\_\_\_\_
- e. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
- f. Email: \_\_\_\_\_

## NOMINATION INFORMATION

- g. Award Category: \_\_\_\_\_ *Award categories are described in the Guidelines.*
- 
- h. Name of Nomination/Nominee: \_\_\_\_\_
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- i. Plaque Recognition List: *Identify who should receive recognition **on the plaque**. There is limited space on each plaque. If you would like, list other participants on a separate sheet (who will not be on the plaque, but should be acknowledged at the Awards Ceremony).*

## NOMINATION SUBMITTAL CHECKLIST

In addition to this Nomination Form, the following items are required as part of your submittal. For more information on these items, please see the *Nomination Submittal Guidelines*. Please include 7 CDs of the complete nomination package with the nomination items in 7 clearly named folders (1 Nomination Form, 2 Summary Description, etc.).

- Item 1: Orange Section Nomination Form
- Item 2: Summary Description
- Item 3: Award Criteria Discussion
- Item 4: Letter(s) of Support (at least one and no more than five)
- Item 5: Project or Plan (in PDF format)
- Item 6: Photos, Images, or Graphics (in JPEG format)
- Item 7: \$100 Entry Fee made payable to OCAPA (no fee for Distinguished Leadership awards)
- Item 8: Additional Materials (optional)



**Orange Section Awards  
Nomination Form**  
Due by 5 PM on March 7, 2014

**SUBMITTAL DELIVERY**

Please submit all materials, including the entry fee, no later than 5 pm on Friday, March 7, 2014 to:

**Attn: Suzanne Schwab  
The Planning Center|DC&E  
3 MacArthur Place, Suite 1100  
Santa Ana, CA 92707**

If you have any questions regarding the Nomination Form or other required materials, please contact Suzanne at 714.966.9220 or [sschwab@planningcenter.com](mailto:sschwab@planningcenter.com).