



Award for Excellence

How to Submit an Entry

- 1) Complete the entry form found on the next page, including a brief summary of the project or program.
- 2) Write a detailed description of the project or program, not exceeding three single-spaced pages.
- 3) You're encouraged to include visual imagery such as photographs, charts, newspaper or magazine articles, PowerPoint presentations, web sites, DVDs or CDs, sample promotional items, etc. that communicate the scope and breadth of the project or program. Please submit these items on a flash drive, CD or via email. Submissions may be shown during the awards presentation.
- 4) Submit the materials above (including the completed entry form) via email or regular mail.

League of Oregon Cities

Attn: Lisa Trevino

ltrevino@orcities.org

1201 Court St. NE, #200, Salem, OR 97301

Deadline:

All entries must be received in the League office by 5:00 p.m. on **Monday, September 7, 2020.**

Winners are not notified prior to the award presentation.

Questions?

Contact Lisa Trevino at 503-588-6550 or ltrevino@orcities.org.



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Entry Form

Municipality _____

Population _____

Title of Project/Program: _____

Brief Summary of Project/Program: (250 words or less)

(If more space is needed, please attach a separate sheet)

Name/Title of Primary Contact Person (for questions) _____

Daytime Phone _____ Email _____

Name of Mayor _____

My city plans to highlight this project during the October LOC conference with a table-top display:

☐ No ☐ Yes (more information to come)