



## TRPA Four Star Special Event Award Application

Applications must be submitted via <https://form.jotform.com/242186368905162>

The TRPA Special Event Award recognizes the importance of creative, trend setting ideas as the cornerstone of expanding community participation in leisure programs. The award honors agencies that have demonstrated leadership in successfully developing and executing events that reflect community impact. Entries must be based on events that have been initiated within the past year. It may be a one-time event or annual event, with participation or attendance that is significant to your community or target audience. An Agency may submit one application in this category.

### **SUBMISSION FORMAT: Application packet must include the following for consideration:**

<b>NARRATIVE 1:</b> <i><b>INNOVATION – Total of 50 points available</b></i>	<b>NARRATIVE 2:</b> <i><b>COMMUNITY – Total of 30 points available</b></i>	<b>ATTACHMENTS:</b> <i><b>Total of 10 points available</b></i>
<ul style="list-style-type: none"> <li>▪ Cost to participants</li> <li>▪ Funding Sources (list all)</li> <li>▪ Number of Participants</li> <li>▪ How were community volunteers engaged in the event?</li> <li>▪ How was the event evaluated?</li> <li>▪ Will the program be offered again? If not, why not?</li> <li>▪ Describe how the event meets the criteria of “community impact”.</li> <li>▪ What elements of originality/novelty were present?</li> <li>▪ Detail each of the unique features of the event. May include, but not limited to theme, approach, audience, use of community resources, or other defined characteristics.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Describe how the event met a community need.</li> <li>▪ Describe how the event engaged a new or expanded an existing audience.</li> <li>▪ How did the event increase the public’s awareness of parks and recreation?</li> <li>▪ How did the event convey the message of the role of parks and recreation in health, economic impact, community building, or environmental sustainability?</li> <li>▪ How did the event impact the community?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Promotional Materials</li> <li>▪ Class Materials</li> <li>▪ Newspaper or other media stories</li> <li>▪ Event testimonials from participants</li> <li>▪ No more than 3 digital photos of the event</li> </ul>

Narratives must be a maximum of four (4) pages using the following formatting requirements:

- Double spaced
- Margins on narrow setting (.50 on all sides)
- Font size is Times New Roman, size 12
- Ink color is black
- All narratives must include a header and footer with the following:
  - Header – use three column format with the agency name on the left, project title in the center and this year on the right.
  - Footer – use center format with the page number.

Description: Provide a 50 word description of your project/program