



BCRPA Provincial Award Nomination Reference Guide for Events and Festivals Excellence

BC Recreation and Parks Association is pleased to host an annual Awards program that recognizes outstanding special events, programs, facilities and parks, and dedicated individuals whose ideas, innovation, and services make an impact in the recreation and parks sector.

The **Events and Festivals Excellence Award** recognizes innovative events that were successful in improving individual and community-level connectedness, social and physical well-being, and engagement. The event / festival could serve as a model for other local governments or organizations to enhance their community activities.

About the Nomination Application:

Please budget up to 10 hours to collect the necessary information needed to apply for the Events and Festivals Excellence Award, and up to 2 hours to complete the online nomination form.

Prior to starting the online nomination form, we recommend the following:

- Assign a staff member familiar with the event/festival to take the lead on the application.
- Collect all the information listed in the **“Additional information for the Nomination Application”** section.
- Review the **Nomination Questions on page 3** and prepare and save your answers for copy and paste into the online nomination form.

Note: You will be able to save your progress and return to the nomination form at a later time. If you lose the URL link or need to make an edit to your nomination, please contact Felicitas Lutz, Partnerships and Events Coordinator, [by email](#).

The deadline for nominations is: 11:59 PM, March 4, 2024.

Eligibility Requirements:

1. Either the **nominator or applicant** must be BCRPA members
2. The Nominee (the Event / Festival) must have been developed and administered by a currently enrolled Local Government, Affiliate, or Corporate Member

Additional Information for the Nomination Application:

In addition to the questions listed below, you will be asked to provide:

- Contact information and BCRPA Membership status of the Nominator / Applicant
- Contact information and BCRPA Membership status for the Nominee



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- Upload 3 to 5 high resolution images** (300 dpi in jpg, png, tiff or eps format - maximum file size of 10 MB each)
- Submit 2 to 3 testimonials from a community member** who has experience with the park (please limit each testimonial to 2 to 3 sentences each)
- Submit supporting documents** including a maximum of 2 supporting articles (written/print media, or video) as a URL link (**refer to question 7 on page 3**)
- You will also be asked to complete a **photography release form** (to be completed by the copyright holder or authorized individual) and an **application release form**. Both forms are integrated into the online nomination form.

Please refer to **page 3 to review the Nomination Questions and** to help you prepare your answers.

Submit your Events and Festivals Excellence nomination online at:

<https://survey.alchemer.com/s3/7635985/2024-Nomination-Form-for-Festivals-and-Events-Excellence>

If you have any questions or require assistance with the nomination form, please contact the 2024 Provincial Awards Review Committee, c/o Felicitas Lutz, Partnerships and Events Coordinator, [by email](#).



Events and Festivals Excellence Application Questions

Please use the questions below to tell the story of the nominee and to share with us why the nominee is deserving of provincial recognition.

Please ensure that you answer all the questions completely. Point form is acceptable.

1. **Describe the event. *Word limit: 300* (32 points)**
 - What is the event? Who does it target?
 - Does the event fill a gap, address a barrier or need? How?
 - How is it innovative or creative?
 - Was the event accessible? What elements were included to create an inclusive and barrier-free event?
 - What environmental practices and considerations were included?

2. **What are the results? *Word limit: 300* (25 points)**
 - Were there participation targets? If so, were they met?
 - What were any learnings for the planners?
 - Was there a communication strategy? If so, what was the effectiveness?
 - Is it a one-off, or an annual/regular event? If a one-off, is it repeatable and why? If annual or regular, how is it evolving and what made this year worthy of an award nomination?

3. **How did the event / festival impact participants? *Word limit: 300* (15 points)**
 - Did participants expand their skills and learning? (e.g. truth and reconciliation learning, cultural practices learning, exposure to new physical activities etc.)
 - Was the target population/demographic achieved?

4. **How did the event / festival impact the community? *Word limit: 300* (15 points)**
 - Were there community benefits and/or partnerships? What were they?
 - How is this event / festival transferable to other communities?

5. **What were the challenges, successes and lessons learned in developing/implementing the event/festival? What strategies did you use to overcome any challenges? *Word limit: 300* (7 points)**

6. **You are welcome to share up to 3 testimonials from community members who have experience with the event/festival. Please limit each testimonial to 2 to 3 sentences each. *Word limit: 300* (3 points)**

7. **What recognition, awards or media coverage has your event / festival received? Provide up to 2 examples. You may include URLs to media links. *Word limit: 300* (3 points)**