



Wisconsin Chapter Awards Program Public Works Project of the Year Award Checklist

Deadline to submit nomination: January 31, annually

Name of Firm: _____

Name of Project: _____

To nominate your project for a Wisconsin Chapter Public Works Project of the Year Award, please provide the following in electronic (.pdf) format:

- Completed Public Works Project of the Year Award Nomination Form found at:
<https://wisconsin.apwa.org/about/committees/awards/>
- Supporting Documentation (please refer to the Chapter webpage at the link above)
- Project photos (*.jpeg, *.gif, or *.pdf format submitted in one file).
- This checklist.

Please submit each of the above items in a separate *.pdf file (total of four files), such that the Project of the Year Nomination Form is in a single *.pdf file, all supporting documentation is in a single *.pdf file, all photos are in a single *.pdf file, and the checklist is in a single *.pdf file.

Wisconsin Chapter Award recipients are chosen by a qualified panel of judges selected by the Awards Committee. Projects that receive a Chapter Award will automatically be forwarded by the Awards Committee to the National APWA competition in time to meet the national deadline. Projects that do NOT receive a Chapter Award will still be considered for the National competition and may also be forwarded on by the judges.

If your project is selected as a Chapter Award winner, you will be asked to provide a one-page Press Release, in electronic format, that clearly and concisely describes the project and its value to the community and highlights why the project is worthy of special recognition (innovative engineering, challenges faced, overall social impact, etc).

Please note: If the community in which the project was completed has a population less than 50,000, please use the Small Cities/Rural Communities forms on the APWA Wisconsin Chapter Website listed above.

All award nominations must be submitted in electronic format. Subject line of email should reference the Project Name and Date submitted. **Email the four items listed above, as individual files, to Jennifer Barlas, Wisconsin Chapter Awards Chair, at:**

jbarlas@baxterwoodman.com