



CITY OF ATLANTA

KEISHA LANCE BOTTOMS
MAYOR

DEPARTMENT OF CITY PLANNING
55 TRINITY AVENUE, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308
404-330-6145 – FAX: 404-658-7491
www.atlantaga.gov

TIM KEANE
Commissioner
OFFICE OF DESIGN

Via Electronic Email

April 19, 2021

Bill Polk
bpolk@stevens-wilkinson.com

**RE: Atlanta Urban Design Commission
Design Awards 2021 (43rd Annual Awards of Excellence):
David T. Howard Middle School – 551 John Wesley Dobbs Ave, NE Atlanta GA 30312**

Dear Bill Polk,

It is my pleasure to inform you, on behalf of the Atlanta Urban Design Commission, that your nomination has been selected to receive an Award of Excellence at the Commission's Design Awards 2021 (43rd annual Awards of Excellence). This year's award ceremony will be held virtually on **Tuesday, May 18, 2021 at 7:00 pm via the Zoom Online Platform:**
<https://zoom.us/meeting/register/tJcufuysqTopHtBhZ-DAiWEXHpI0b2CugmJ5> .

As the nominator for the award, we must ask you for assistance in preparing for the ceremony. If you are unable to assist with these tasks, we ask that you provide us as soon as possible with the name, email, and telephone number of a contact person for the award.

The Ceremony: The virtual awards program begins promptly at 7:00 pm. The exact order of the projects receiving awards has not yet been determined. If you have any questions as to where your project is placed on the program, please contact this office **after May 10, 2021**. Due to the 7:00 pm starting time, business attire is the norm.

Award Certificates: The award itself is a framed certificate, which is made out in the name of the project. We provide two additional unframed certificates which will be made available at the time that the frames certificates are provided. Please note that we will not be able to provide any additional certificates other than those noted herein. Information on a date and time to pick up your award certificates will be provided in a separate communication.

Invitations: The Office of Design Staff will email out invitations to all those on our Awards of Excellence email list. You are welcome to invite others to the ceremony. In your announcement, please remember to tell potential attendees to RSVP using the following web address:

<https://udcdesignawards.eventbrite.com> by **May 10, 2021**. In addition, we will be using social media and other outlets for announcing the event.

Images: At the Awards Ceremony itself, images of the project will be shown as a description of the project is read. We usually use the images submitted with the nomination from which we select some to go along with the written script, which the Staff prepares. If we need additional or different images, we will contact you. In addition, we are potentially considering the use of short video clips to celebrate the award winners. If we move forward with this idea, we will contact you as necessary.

Recipients: We need to know the names and titles of those persons who will be representing the project and attending the ceremony. These names and titles are announced as part of the presentation. A phonetic spelling tip for the presenter would be greatly appreciated. Please also note that the representatives are receiving the award on behalf of the project; the award is for the project itself. Any last-minute changes to the list of representatives will be made at the Commission Chair's discretion. Lastly, if there was more than one nominator for the same project / person, please try to coordinate your list of representatives. All names and titles are due by **May 10, 2021**.

Recipients do not make any remarks at the ceremony.

Email: All of the above information can be emailed to Leslie Battle-Williams (lbattle-williams@atlantaga.gov) with the subject line reading "Design Awards 2021 – Award Winner Information".

Publicity: In years past, various media outlets have done pieces on the Design Awards / Awards of Excellence ceremony, so we would ask that any press releases or public announcements referring to receiving an Award of Excellence take place after the ceremony on May 18th. You are welcome to send general announcements about or invite people to the event.

So that's the basic information about the ceremony for this year's Design Awards. We think this letter answers many of the questions we usually receive, but if you have others, please feel free to contact Leslie Battle-Williams (lbattle-williams@atlantaga.gov) in our office. We appreciate your assistance in making this year's virtual event a memorable one.

Sincerely,



Douglas H. R. Young
Executive Director, Urban Design Commission
Assistant Director, Historic Preservation Studio, Office of Design
Department of City Planning